

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Lease Renewal Notification

We hope this message finds you well. This letter serves as a formal notification regarding the renewal of your lease for the property located at [Property Address], which is set to expire on [Lease Expiration Date]. We would like to offer you the opportunity to renew your lease for an additional term of [Length of Renewal Term, e.g., 12 months] under the following terms:

- ****Monthly Rent:**** [New Rent Amount, if applicable]
- ****Security Deposit:**** [Security Deposit Amount, if applicable]
- ****Renewal Commencement Date:**** [Start Date of New Lease Term]

Please review the terms and let us know if you intend to renew your lease by [Response Deadline Date]. If you decide to renew, we will prepare a new lease agreement for your signature.

If you have any questions or concerns, feel free to reach out via [Preferred Communication Method].

Thank you for being a valued tenant, and we look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]