

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

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

Dear [Landlord's Name],

Subject: Lease Renewal Notification

I hope this message finds you well. I am writing to formally notify you of my intent to renew my lease for the property located at [Property Address], which is set to expire on [Current Lease Expiration Date].

I would like to propose renewing the lease for an additional term of [specify duration, e.g., one year], beginning on [New Lease Start Date]. Please let me know if there are any changes to the terms or conditions of the lease that we should discuss.

I appreciate your attention to this matter and look forward to continuing our tenant-landlord relationship.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]