

[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],

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

I have enjoyed living here and would like to continue my tenancy for another [duration, e.g., one year]. I appreciate the prompt attention you've given to any maintenance issues during my time here and have maintained the property in good condition.

If possible, I would like to schedule a time to discuss the terms of the lease renewal, including any changes to the rent or lease conditions.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]