

[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 at this property and would like to continue my tenancy under the same terms and conditions. If there are any changes to the lease terms or rental amount, I would appreciate the opportunity to discuss them further.

Please let me know if you require any additional information or if there are any documents that need to be completed. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]