

Housing Contract Renewal Letter

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We hope this message finds you well. As your current housing contract at [Property Address] is set to expire on [Expiration Date], we would like to discuss the renewal of your lease for the upcoming term.

If you wish to renew the contract, we propose to extend the lease for another year, with rent set at [New Rent Amount if applicable]. Please review the attached lease agreement for details and terms of renewal.

We kindly ask that you confirm your intention to renew the lease by [Response Deadline]. If you choose not to renew, please let us know by the same date.

Thank you for being a valued tenant. Should you have any questions or wish to discuss any aspect of the lease renewal, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]