

Lease Continuation Offer

[Your Name/Management Company]

[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],

We hope this message finds you well. As your lease for apartment [Apartment Number] is approaching its expiration on [Lease Expiration Date], we would like to offer you the opportunity to continue your tenancy.

We are pleased to propose the following terms for the continuation of your lease:

- New Lease Term: [Duration e.g., 1 Year]
- Monthly Rent: \$[Amount]
- Utilities Included: [List any included utilities]

If you decide to accept this offer, please sign and return the enclosed Lease Continuation Agreement by [Response Deadline Date]. Should you have any questions or wish to discuss the terms further, feel free to contact us at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]