

# Annual Lease Renewal Notice

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Tenant Address: [Insert Tenant Address]

Dear [Insert Tenant Name],

We hope this message finds you well. This letter serves as a formal notice regarding the renewal of your lease agreement for the property located at [Insert Property Address]. Your current lease is set to expire on [Insert Expiration Date].

We are pleased to offer you a renewal for another term of [Insert Lease Duration] under the same terms and conditions, with a revised monthly rent of [Insert New Rent Amount], effective [Insert Effective Date].

If you agree to the renewal, please sign and return a copy of this letter by [Insert Response Deadline]. Should you have any questions or wish to discuss the terms, feel free to reach out at [Insert Contact Information].

Thank you for being a valued tenant. We look forward to your continued residency.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]