

[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 discuss the renewal of my lease for [Property Address], which is set to expire on [Lease Expiration Date].

I would like to express my intention to renew the lease and would appreciate any information regarding the renewal process, as well as potential changes to the terms or rental amount.

Please let me know a suitable time for us to discuss this further. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]