

Lease Renewal Notice

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. Your current lease for the property located at [Property Address] is set to expire on [Lease Expiration Date]. We would like to inform you that we are offering a lease renewal for an additional [Duration of Renewal, e.g., one year] under the following terms:

Proposed Lease Terms:

- Monthly Rent: \$[Amount]
- Lease Duration: [Duration, e.g., one year]
- Start Date of New Lease: [Start Date]
- Other Terms: [Any other terms or conditions]

Please let us know your decision by [Response Deadline Date]. If you choose to renew, we will prepare the necessary paperwork to finalize the new lease agreement.

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

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Landlord's Company Name (if applicable)]