

Lease Renewal Notification

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are reaching out to notify you that your current lease for Unit [Unit Number] at [Property Address] is set to expire on [Lease Expiration Date].

We would like to offer you the opportunity to renew your lease under the following conditions:

- **New Lease Term:** [Insert Duration of New Lease]
- **Monthly Rent:** [Insert New Rental Amount]
- **Security Deposit:** [Insert Revised Security Deposit, if applicable]
- **Utilities Included:** [Specify Utilities Included or Not]

Please let us know your intention regarding the lease renewal by [Response Deadline Date]. If you have any questions or would like to discuss the terms further, feel free to contact us at [Contact Information].

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

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]