**LETTER TEMPLATE  
LEASE RENEWAL LETTER**

**­**

**[Landlord’s Name]  
[Landlord’s Address]  
[Landlord’s City, State]  
[Landlord’s Zip]**  
  
**[Date]**

Dear **[Tenant’s Name],**

It is our intention to renew your lease dated **[Original Lease Date]** that will end on **[End Date of Lease].** You have shown to be a model tenant and would offering to renew your lease for an additional **[Enter Term]** at the monthly rental rate of **[Enter Rent ($) Amount]**

If you accept this offer, please contact our office by **[Enter Date].**

Sincerely,

**[Landlord’s Signature]**