**LEASE RENEWAL LETTER**

Dear **Charlie Jean**,

Good day!

I am writing this letter to notify you that your lease will expire on **February 4, 20XX.** I would like to invite you to remain our tenant for another year or however long you may find suitable. I understand that decisions regarding your home and family are important, which is why I would like to meet with you at your earliest possible convenience.

I need to discuss the options available for you at the end of your lease. Hence, a summary of the renewal along with the rent is attached to this email.

If you can’t make it to the office to sign your renewal, kindly contact me. I can prepare your lease renewal and bring it to your apartment. Since you have been an excellent tenant, I would appreciate it if you could continue to be my tenant for as long as you please. Feel free to contact me if you have any further questions regarding this matter.

Regards,

**Sergio Martin**