**LETTER TEMPLATE  
LEASE RENEWAL LETTER**

{Date}

{Tenant’s Address}

{City, State, Zip Code}

Subject: Lease Renewal

Dear {Tenant’s Name},

Your current lease expires on {date}. You have been an excellent tenant and have maintained your home in good condition. As such, I would like to offer you a {duration i.e., one-year, six-month} lease renewal at {rent amount/duration}.

If you are interested in this offer, I will send you the new lease for your review. Please inform me of your decision by {deadline date}.

Feel free to contact me if you have any questions or concerns.

Sincerely,

{Your Name}

{Property Name}