**LETTER TEMPLATE  
LEASE RENEWAL LETTER**

Date,

Dear Tenant,

It’s almost time to renew your lease. I appreciate you as a tenant and want to continue having you as a resident. Thank you so much for paying your rent on time every month and taking such great care of the property.

As you can imagine, over the last year my expenses on the property have increased. I am covering most of the expenses since I enjoy having you as a resident, and the good news is that your rent is only slightly increasing. I want to make the payments as low as possible, and the rent is only increasing [amount of increase] a month. Your new monthly rent amount will be [new rent amount], effective [date].

I have included a new lease for the upcoming year. If this lease is satisfactory, please sign it and send it back to me. This is the same lease you signed last year. Nothing has changed except [list any changes].

If you do not wish to renew your lease, please let me know as soon as possible and send over your notice to vacate.

If you have any questions about this, please feel free to give me a call. I look forward to your continued tenancy.

Sincerely,

[Your name]