**LETTER TEMPLATE  
LEASE RENEWAL LETTER**

**{Date}**

To: **{Name}**

**{Address}**

**{City, State, Zip}**

Dear **{Recipient}**,

This letter is to inform you that your lease at **{address} that** started on **{date}** is set to expire on **{date}**, **{number}** days from today.

Please notify me no later than **{date}** if you would like to renew your lease, and we will revisit the contract signed on **{date}**. Please peruse the list of changes that will be implemented in the new lease:

* Rent will increase by **{amount}**. **{Amount}** will be due every month no later than the **{day}**.
* **{Change}**
* **{Change}**
* **{Change}**

You may choose not to renew your lease and to instead move to a month-to-month agreement. The aforementioned rent increase and changes will still apply.

If you do not reply to this letter, I will conclude that you will be moving out at the end of your lease. If that is the case, your walkthrough will be **{date}**, and you will be required to turn in your **{property}** at the front desk and depart the premises with all of your possessions no later than **{date}** at **{time}**.

Thank you for your tenancy here at **{Real Estate Name}**.

Thank you,

**{Sender}**