[Tenant Name]

[Property Street Address]

[Property City, State and ZIP Code]

[Date]

Dear [Tenant Name],

I'm writing to let you know that our lease agreement will be expiring on [date] and we would like to renew it for an additional [number] year/month(s). I'm also willing to set up a month-to-month lease under the terms listed below if you'd prefer it.

The terms of the new lease agreement remain unchanged, except for [mention any changes here, including an increase in rent and whether they'll need to pay out the difference on their deposits].

I would appreciate it if you could let me know by [date] whether you will renew the lease agreement. From there, we can schedule a time to sign an updated lease.

Thank you,

[Your Name]

[Your Phone Number]

[Your Email Address]