

RENEWAL LEASE LETTER

Your Name

Your Address

City, State, Zip Code

phone

email

DATE

Recipient's Name

Recipient's Address

City, State, Zip Code

Re: Notice of Intention to renew the lease

Dear [recipient last name]

This is to inform you that I/We intend to renew our lease agreement dated [start date of existing lease] that will end on [the end date of existing lease].

Due to [describe the motives behind the renewal] I/We would like to extend our lease for another [Enter Term] at the monthly rental of [Enter Rent (\$) Amount].

Please notify me/us by [Enter Date] through [email/phone] if you accept this offer.

Sincerely