

Lease Renewal Letter – Template

[Property Address, Unit Number]

[City, State, Zip]

[Today's Date]

Dear [Renter's First Name],

Your lease renewal is coming up, and I'd love to have you stay!

Due to increased expenses, your rent will slightly increase by [Increased Amount] to [New Total Rent Amount], effective on [Date]. I've kept the increase minimal because I value your residency.

I have included a new lease for the upcoming year alongside this letter. If this lease is satisfactory, please sign it and send it back to me at your earliest convenience.

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

Thank you for your time on the above matter and for being a great resident. If you need anything further, don't hesitate to reach out.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Phone Number or Email]



Different states and municipalities may have different policies regarding apartment and renter communications. Be sure to research and amend any necessary clauses to provided templates in accordance with local laws.

© 2024 CoStar Group. All Rights Reserved.