

Name of Tenant...

Address of Tenant...

DATE: DD/MM/YY

Name of Landlord...

Address of Landlord...

RE: Lease Renewal

Dear (Name of Landlord),

This letter is a formal request to renew the lease on the property at the above address for another year. The lease expires on (Date) and I would like to renew it until (date). (Describe in your words).

I would respectfully request that you not raise my rent of (Money Amount) for the term of the new lease. I hope to have a new job within the next few months. (Describe all about your terms and conditions).

You will also benefit financially because you won't have to advertise for a tenant, screen and background check tenants or pay agent fees if we move out. (Describe all about the situation). You will also have no vacancy time.

I hope you will favorably consider my request and respond within two weeks. I can be reached at Phone Number or at Email Address if you have any questions. (Describe your greetings and requirements). You may send your acceptance in writing and a new contract lease to the above address.

Sincerely,

Signature of Tenant...

Printed Name of Tenant...