

Dear (Tenant Name)

This letter is just a reminder that your lease agreement for the home you currently occupy at 12345 any place ave....is due for renewal on June 1, 20__.

Our team at _____ recognizes and appreciates that you have honored all aspects of your lease with us, and for that reason we look forward to maintaining a long term relationship with you as a preferred client.

(Unfortunately this is not always the case with people who rent homes from us)

In appreciation for your business this past year please find enclosed 2 Cineplex Odeon movie passes and a 25.00 Earls gift card. Enjoy our gift to you of an evening out.

A quality client such as you who takes pride in caring for their home helps us to control escalating costs by avoiding unnecessary expenses. It is because of the commitment you have to your home that we are happy to offer you a renewal of your lease with (no rental increase) (only a very marginal monthly increase of \$xx.xx) (a \$xx.xx decrease)

If rental increase.... we are happy to offer you a renewal of your lease with a very marginal monthly increase which remains well below the current rental average in the area.

I have enclosed 3 original signature, completed copies, of the new lease. After reviewing this document please initial the bottom right corner of each page and sign the last page of each copy where indicated.

Simply return two signed copies to us by May 10th using the enclosed self addressed postage paid envelope.

Keep one original signature copy for your files.

If you have any questions or would like to discuss your lease further please call me at 999 999 9999

Best Regards

Approximately five days after mailing the letter and lease contracts, contact the tenant by e-mail or phone to confirm they received your letter and to discuss their intentions...