



## SAMPLE RENEWAL LETTER 2

(Type on your property's letterhead.)

Your Invited...

(Date)

(Resident's Name)  
(Apartment Number)

Dear Mr. & Mrs. (Resident Names),

We just want to say thank you for being the wonderful residents and neighbors that you are. We, the team at (Property Name), as well as your neighbors, have enjoyed you being an important part of our community. (Property Name) is your home and we hope that you have found it to be a happy one!

We invite you to remain our neighbor's since residents like you make (Property Name) the "one-of-a-kind" community that it is. As you know, your lease will expire on (expiration date). Because decisions regarding your home and family are so important, we would love to meet with you at your earliest possible convenience.

We would like to spend some time with you regarding the options available to you at your lease end. Understandably, you're a very busy person, so to make it more convenient for you we've included a summary here.

For a 7 to 12 month renewal your rent will be \$(rent amount)

If you choose to remain on a month-to-month basis your rent will be \$(rent plus MTM fees)

As always, we are here to accommodate you any way we can. If you cannot make it to the office to sign your renewal simply give us a call. We can prepare your lease renewal and bring it right to your apartment!

Please let us know what day of this week and time would be best for you! Give us a call as soon as possible at (Office Phone Number) to RSVP so that we can give you our undivided attention! We are looking forward to visiting with you!

Sincerely,

(Manager's Name), Manager  
(Property Name) Apartment Homes