[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

First, I would like to thank you for being such a help to me through all the months you have been here. The way you are paying your rent in time without my asking is marvelous. You might have received my last notice as a reminder to you about the lease getting expired the next month.

I want you to stay here and renew the lease contract for another year. I never tried to bother you, but you must have known the rents being charged in your surroundings with the same level of facilities as you are enjoying. You can ask anyone in your neighboring that you are giving about 20% less of all others residing near you.

Our expenses are to be dealt with great care since I am going to retire from my post this year. So, we must increase your rent to 15% on your current rent charges. I am quite hopeful that it won’t be worrisome for you since you are enjoying a good fortune. It would be of great amusement if you sign the renewal agreement as you are the exemplary tenants who are also taking best possible care of our property. Wish you the best for all the times to come.

If you have any complications in this matter, feel free to contact me via Phone call or Email.

With thanks

Your Name

[Title]