To

[The Recipient Name]  
[Address]

**RE: Renewal of least at [XYZ] with [X]% increase in rental**

I am writing with reference to our lease agreement that is set to expire on (date). I am glad to notify you that your request for contract renewal has been approved. You shall retain the occupancy of the unit at (address) for the next 5 years. The terms and conditions of the renewed agreement shall be effective from (date) while the contract expires on (date). Thereafter, an extension or future renewal request must be placed 2 months prior to this expiry date.

You are also informed that according to the new agreement, your rent has increased from (amount) to (amount). The dues must be cleared by the (date) of each month. Please refer to the attached copy of our new agreement for more details.

You are requested to sign the attached documents and return them to me by this coming Friday. Feel free to call me on (number) for any queries related to the new contract. I look forward to another 5 years of our amicable legal relationship.

[Your Name]  
[Address]

Date: [DATE]