

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Conditional Confirmation of Lease Renewal - [Property Address/Unit Number]

Dear [Tenant Name],

This letter serves as a formal confirmation that your request to renew the lease for the property located at [Property Address] has been conditionally approved.

The renewal of your lease for the upcoming term of [Start Date] to [End Date] is subject to the fulfillment of the following conditions:

- [Condition 1: e.g., Payment of outstanding balance of \$XXX.XX]
- [Condition 2: e.g., Submission of updated proof of renter's insurance]
- [Condition 3: e.g., Successful completion of a property inspection on Date]
- [Condition 4: e.g., Signing of the formal Lease Amendment by Date]

Please note that the new monthly rent will be \$[Amount], effective [Date].

The aforementioned conditions must be met no later than [Deadline Date]. Failure to satisfy these requirements by the specified date may result in the rescission of this renewal offer, and you will be expected to vacate the premises by the expiration of your current lease on [Current Lease End Date].

Once all conditions are met, we will provide you with a final executed copy of your renewal agreement. Please contact [Contact Name/Office] at [Phone Number/Email] if you have any questions regarding these requirements.

Sincerely,

[Your Name/Landlord Name]

[Property Management Company Name]

[Contact Information]