

[Landlord or Property Management Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Address]
[City, State, Zip Code]

RE: Confirmation of Lease Renewal with Revised Terms

Dear [Tenant Name],

This letter serves as formal confirmation that your lease agreement for the property located at [Property Address] has been renewed.

As previously discussed and agreed upon, the following revised terms will take effect starting [Start Date of New Lease Term]:

- **New Lease Term:** [Start Date] to [End Date]
- **Revised Monthly Rent:** \$[Amount]
- **Security Deposit Balance:** \$[Amount]
- **Other Revised Terms:** [List any other changes, e.g., pet fees, utility responsibilities, or parking]

All other terms and conditions of the original lease agreement dated [Original Lease Date] shall remain in full force and effect.

Please find the attached copy of the signed renewal addendum for your records. If you have any questions regarding these changes, please contact the management office at [Phone Number].

We appreciate your continued residency.

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]