

[Date]
[Tenant Name]
[Property Address]
[Unit Number]

Subject: Early Lease Renewal Offer and Term Modification

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Name/Address]. Since your current lease is set to expire on [Current Lease End Date], we would like to offer you the opportunity to renew your lease early.

As part of this early renewal offer, we are proposing the following modifications to your lease terms:

- **New Lease Term:** [Number of Months] months
- **New Start Date:** [Date]
- **New End Date:** [Date]
- **New Monthly Rent:** \$[Amount]
- **Other Modifications:** [e.g., Updated pet policy, utility changes, or "None"]

By signing this early renewal, you will secure your housing and lock in the rates listed above before the current market adjustments take effect.

This offer is valid until [Expiration Date of Offer]. If you wish to accept these terms, please contact us at [Phone Number/Email] or sign and return the attached renewal agreement.

If we do not hear from you by the date above, this offer may be withdrawn, and the standard renewal rates may apply.

Thank you for being a valued resident.

Sincerely,
[Landlord/Property Manager Name]
[Management Company Name]
[Contact Information]