

[Date]

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

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We would like to offer you a renewal for a new fixed-term period.

Renewal Terms:

- **New Lease Term:** [Number] months
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Monthly Rent:** \$[Amount]

Parking Fee Modification:

Please be advised that effective [Start Date], the monthly parking fee will be adjusted to \$[New Parking Amount]. This brings your total monthly payment (Rent + Parking) to \$[Total Amount].

All other terms and conditions of your original lease agreement shall remain in full force and effect.

If you wish to accept this renewal, please sign and return this letter by [Deadline Date]. Once received, we will prepare the formal lease amendment for signature.

If you do not intend to renew, please provide written notice of your intent to vacate by [Notice Deadline Date].

Sincerely,

[Landlord/Property Manager Name]
[Phone Number]
[Email Address]

Tenant Acceptance:

I/We accept the terms of this lease renewal and the modified parking fee.

Signature: _____ Date: _____