

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Lease Renewal and Policy Modification

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We are pleased to offer you a renewal of your lease for an additional [Duration, e.g., 12 months] starting on [New Start Date].

Please be advised that this renewal includes a modification to the **Subletting Policy**. Effective as of the new lease start date, the following terms will apply:

[Insert New Policy Detail, e.g., "Subletting is strictly prohibited without prior written consent from the Landlord," or "A sub-tenant application fee of \$XX and a background check are now required for all sublease requests."]

All other terms and conditions of your original lease agreement shall remain in full force and effect, except for the updated monthly rent, which will now be \$[Amount].

To accept these renewal terms and the policy modification, please sign and return this letter by [Deadline Date]. Once received, we will provide you with the formal lease amendment for your records.

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

Sincerely,

[Signature]
[Printed Name]

Tenant Acceptance:

I/We, [Tenant Name(s)], hereby accept the lease renewal and the updated subletting policy as described above.

Signature: _____ Date: _____