

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

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

RE: Notice of Lease Renewal and Amendment of Utility Responsibilities

Dear [Tenant Name],

Your current lease 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 agreement for an additional term of [Number] months/years.

Please be advised that the following terms will be updated in the new lease agreement effective [Start Date of New Lease]:

- **New Monthly Rent:** \$[Amount]
- **Utility Responsibility Modification:** Effective [Start Date], the responsibility for the following utilities will change as follows:

Utility Service	Previous Responsibility	New Responsibility (Starting [Date])
[e.g., Water/Sewer]	[Landlord/Tenant]	[Landlord/Tenant]
[e.g., Electricity]	[Landlord/Tenant]	[Landlord/Tenant]
[e.g., Gas/Trash]	[Landlord/Tenant]	[Landlord/Tenant]

For any utilities transitioning to Tenant responsibility, you are required to contact the service providers to set up accounts in your name by [Date].

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

If you wish to accept this renewal and the updated terms, please sign and return the attached lease agreement by [Deadline Date]. If we do not receive your confirmation by this date, we will assume you do not wish to renew, and you will be expected to vacate the premises by [Current Lease End Date].

Sincerely,

[Landlord/Property Manager Signature]
[Printed Name]