

Date: [Insert Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Lease Renewal and Terms Modification

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Expiration Date]. We are pleased to offer you a short-term renewal of your lease with the following modified terms:

- **New Expiration Date:** [New End Date]
- **Monthly Rent:** \$[Amount] per month (Effective [Start Date])
- **Security Deposit:** [State if staying the same or if an additional amount is required]
- **Other Modifications:** [List any changes to utilities, parking, or house rules, or write "None"]

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

If you agree to these renewal terms, please sign and return this letter by [Deadline Date]. Failure to return this signed letter by the specified date may result in the requirement to vacate the premises upon the original expiration date.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]

Tenant Acceptance:

I/We accept the terms of this lease renewal modification.

Signature: _____ Date: _____