

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Conditional Offer to Renew Fixed-Term Lease**

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 fixed-term lease for an additional [Duration, e.g., 12 months], starting on [New Start Date] and ending on [New End Date].

This renewal offer is **conditional** upon the following terms and modifications:

- **New Rent Amount:** The monthly rent will be [New Rent Amount], effective [New Start Date].
- **Security Deposit:** An additional deposit of [Amount] is required to bring the total deposit to [Total Amount].
- **Repairs/Maintenance:** [Specify any required actions, e.g., Professional carpet cleaning must be completed].
- **Other Conditions:** [List any other changes, such as new pet rules or utility responsibilities].

Please note that all other terms and conditions of your original lease agreement dated [Original Lease Date] shall remain in full force and effect.

To accept this conditional offer, please sign and return this letter along with the updated lease agreement by [Deadline Date]. If we do not receive your acceptance by this date, this offer will expire, and we will expect you to vacate the premises by [Current Lease End Date].

Sincerely,

[Landlord/Property Manager Signature]  
[Printed Name]

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**Tenant Acceptance:**

I/We, the undersigned, hereby accept the conditional offer to renew the lease under the terms stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_