

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Property Address]

Subject: Conditional Lease Renewal Offer Regarding Outstanding Arrears

Dear [Tenant Name],

Your current lease agreement for the above-mentioned property is scheduled to expire on [Current Lease End Date]. We are writing to inform you that the Landlord is willing to offer a renewal of your tenancy for a further term of [Duration, e.g., 12 months], subject to the formal settlement of your outstanding rent balance.

As of [Date], our records indicate that your account is in arrears by the amount of \$[Amount].

Conditions of Renewal:

This offer to renew is strictly contingent upon the following actions:

- **Lump Sum Payment:** A payment of \$[Amount] to be received by [Date].
- **Payment Plan:** Adherence to the attached repayment schedule to clear the remaining balance by [End Date of Plan].
- **Current Rent:** All future rent payments under the new lease term must be paid in full and on time.

Proposed New Lease Terms:

- **New Lease Term:** [Start Date] to [End Date]
- **Monthly Rent:** \$[Amount]
- **Security Deposit:** [Note if any additional deposit is required]

Please note that failure to comply with the arrears settlement terms outlined above will render this renewal offer void, and we will require vacant possession of the property upon the expiry of your current lease.

If you agree to these conditions, please sign and return this letter by [Deadline Date]. Once received, we will prepare the formal Lease Renewal Agreement for execution.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]

Tenant Acceptance:

I/We, [Tenant Name], hereby accept the conditions of this renewal offer and agree to the payment terms specified above.

Signature: _____ Date: _____