

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Unit Number: [Insert Unit Number]

Dear [Tenant Name],

Your current lease agreement is scheduled to expire on [Lease Expiration Date]. We are pleased to offer you a renewal of your lease for a term of [Number of Months] months, starting on [New Lease Start Date].

Please be advised that this renewal offer is **conditional**. To qualify for this renewal, you must provide proof of a valid renter's insurance policy that meets the following requirements:

- Minimum Personal Liability Coverage: \$[Insert Amount]
- Interested Party/Additional Interest: [Insert Landlord/Company Name and Address]
- Policy Period: Must cover the entire duration of the new lease term.

The new monthly rent will be \$[Insert Rent Amount]. All other terms and conditions of your original lease agreement will remain in effect.

To accept this offer, please submit the following by [Deadline Date]:

1. A signed copy of the Lease Renewal Agreement (attached).
2. A Certificate of Insurance showing the required coverage listed above.

Failure to provide proof of insurance by the deadline will result in this renewal offer being rescinded, and you will be expected to vacate the premises by [Lease Expiration Date].

If you have any questions regarding these requirements, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]