

[Date]

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

Dear [Tenant Name],

Your current lease for the property located at [Property Address] is scheduled to expire on [Lease End Date]. We are pleased to offer you a renewal of your lease, subject to the following conditions regarding occupancy limits.

**Renewal Terms:**

- **New Lease Term:** [Start Date] to [End Date]
- **Monthly Rent:** \$[Amount]

**Occupancy Conditions:**

This renewal offer is strictly conditional upon your agreement to adhere to the maximum occupancy limit for this unit. In accordance with [Local Housing Code/Building Policy], the maximum number of occupants permitted to reside in this unit is [Number] persons.

Currently, our records indicate that there are [Number] occupants residing in the unit. Please be advised that:

- No additional permanent residents may be added to the household without prior written consent from Management.
- All occupants over the age of 18 must be listed on the lease agreement and pass a background check.
- Failure to comply with these occupancy limits will be considered a material breach of the lease agreement.

To accept this renewal offer under these conditions, please sign and return this letter by [Deadline Date]. Once received, we will draft the formal lease agreement for your signature.

If you do not intend to renew or cannot meet these occupancy conditions, please provide your written notice to vacate by [Notice Deadline Date].

Sincerely,

[Landlord/Manager Name]  
[Company Name]  
[Phone Number]

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**Tenant Acceptance:**

I/We accept the terms of this renewal offer and agree to the occupancy limits stated above.

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