

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Dear [Tenant Name],

Your current lease 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 lease for a new term of [Term Length, e.g., 12 months], starting on [New Lease Start Date].

Please be advised that this renewal offer is conditional upon your agreement to the following updated policies and terms:

- **New Monthly Rent:** \$[Amount]
- **Security Deposit Adjustment:** \$[Amount, if applicable]
- **Policy Update 1:** [Description of change, e.g., New Pet Policy]
- **Policy Update 2:** [Description of change, e.g., Smoking/Vaping Restrictions]
- **Policy Update 3:** [Description of change, e.g., Maintenance Reporting Procedures]

Attached to this letter is the new Lease Agreement reflecting these updates. To accept this renewal offer, please sign and return the document by [Deadline Date].

If we do not receive your signed agreement or a written notice of your intent to vacate by [Deadline Date], we will assume you do not wish to renew, and you will be expected to vacate the premises by [Current Lease End Date].

If you have any questions regarding these policy updates, please contact [Management Name/Office] at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name]