

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: Conditional Lease Renewal Offer - [Property Address]**

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Lease End Date]. We are pleased to offer you the option to renew your lease, subject to specific conditions regarding upcoming property renovations.

**Proposed Renewal Terms:**

- **New Lease Term:** [Number] months (Beginning [Start Date] and ending [End Date])
- **Monthly Rent:** \$[Amount]
- **Security Deposit:** [State if remaining the same or if an additional amount is required]

**Renovation Conditions:**

Please be advised that this renewal offer is conditional upon the following planned renovations: [Briefly describe renovations, e.g., kitchen upgrades, bathroom remodeling, or flooring replacement].

By signing this renewal, you agree to the following:

- **Access:** You will provide contractors access to the unit during the period of [Start Date of Works] to [End Date of Works] between the hours of [Time] and [Time].
- **Preparation:** You agree to clear specific areas of the property as requested to allow work to proceed.
- **Temporary Disturbance:** You acknowledge that there may be noise and temporary loss of use of certain areas of the unit during the renovation period.

**Action Required:**

If you accept this conditional offer, please sign and return this letter by [Deadline Date]. Once received, we will prepare the formal lease amendment for signature.

If you do not wish to renew under these conditions, please provide your formal notice of intent to vacate by [Notice Deadline Date].

Sincerely,

[Landlord/Property Manager Name]  
[Company Name]  
[Phone Number]  
[Email Address]

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**Tenant Acceptance:**

I/We, [Tenant Name(s)], hereby accept the conditional lease renewal offer as outlined above.

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