

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Property Address]

Dear [Tenant Name],

Your current lease agreement is scheduled to expire on [Current Lease End Date]. We are pleased to offer you a renewal of your lease for a term of [Number] months, beginning on [Start Date] and ending on [End Date].

This renewal offer is subject to a change in utility responsibility. Effective [Start Date], the following terms will apply:

- **New Monthly Rent:** \$[Amount]
- **Utility Responsibility:** The Tenant will now be responsible for the payment of the following utilities: [List Utilities, e.g., Water, Sewer, Trash, Electricity].
- **Payment Method:** [Direct payment to utility provider / Monthly reimbursement to Landlord].

All other terms and conditions of your original lease agreement shall remain in full force and effect.

If you wish to accept this renewal offer under these conditions, please sign and return this letter by [Deadline Date]. If we do not receive your acceptance by this date, we will assume you intend to vacate the premises at the end of your current lease term.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

Acceptance:

I/We hereby accept the lease renewal offer and the updated utility responsibilities as outlined above.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____