

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

Dear [Tenant Name],

We hope you have enjoyed your stay at [Property Name]. As your current lease is set to expire on [Lease Expiration Date], we would like to offer you the opportunity to renew your lease with an exclusive unit upgrade package.

To enhance your living experience, we are offering the following customized upgrades to your unit upon your renewal:

- [Upgrade Item 1, e.g., New Stainless Steel Appliances]
- [Upgrade Item 2, e.g., Updated Hardwood Flooring]
- [Upgrade Item 3, e.g., Smart Home Thermostat Installation]

Renewal Terms:

- **New Lease Term:** [Number of Months]
- **New Monthly Rent:** \$[Amount]
- **Lease Start Date:** [Date]

By choosing this upgrade and renewal package, the installation of the items listed above will be scheduled at your convenience during the first month of your new lease term.

If you would like to accept this offer, please sign and return this letter or contact the leasing office by [Deadline Date]. If we do not hear from you by this date, we will assume you intend to vacate at the end of your current term.

We value your residency and look forward to having you stay with us for another year.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]

[Email Address]

Acceptance:

I, [Tenant Name], accept the lease renewal and unit upgrade offer as outlined above.

Signature: _____ Date: _____