

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Dear [Tenant Name],

As the expiration of your current lease on [Lease End Date] approaches, we would like to express our sincere appreciation for being a valued resident at [Property Name].

In recognition of your residency and as a token of our appreciation, we are pleased to offer you a complimentary property upgrade should you choose to renew your lease for another [Number] months. You may select one of the following options:

- [Option 1: e.g., Professional carpet cleaning]
- [Option 2: e.g., Installation of a new smart thermostat]
- [Option 3: e.g., Fresh coat of paint for one room of your choice]

The renewal terms for your new lease starting [Start Date] are as follows:

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

To accept this offer and schedule your selected upgrade, please sign and return the attached renewal agreement by [Deadline Date].

We look forward to having you as a resident for another year. If you have any questions, please contact us at [Phone Number] or [Email Address].

Best regards,

[Your Name/Property Manager Name]

[Company Name]