

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Lease Renewal Proposal for [Property Address / Unit Number]

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We value your tenancy and would like to propose a renewal of your lease with the following modified terms:

1. Renewal Term: The new lease will be for a period of [Number] months, starting on [Start Date] and ending on [End Date].

2. Monthly Rent: The new monthly rent will be \$[Amount], effective [Start Date].

3. Security Deposit: [State if it remains the same or if an additional amount is required].

4. Modified Clauses: [List specific changes, e.g., pet policy updates, utility responsibilities, or maintenance changes].

All other terms and conditions of your original lease agreement dated [Original Lease Date] shall remain in full force and effect.

If you accept these terms, please sign and return this proposal by [Deadline Date]. Once received, we will prepare the formal lease renewal document for your signature.

If you have any questions or wish to discuss these modifications further, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

Tenant Acceptance:

I/We accept the proposed lease renewal terms as outlined above.

Signature: _____ Date: _____