Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]
Property Address: [Insert Property Address]
Unit Number: [Insert Unit Number]

Dear [Tenant Names],

Your current lease agreement is scheduled to expire on [Current Lease End Date]. We would like to offer you the opportunity to renew your lease for another year.

Renewal Terms:

- New Lease Term: [Start Date] to [End Date]
- New Monthly Rent: $[Insert Amount]
- Security Deposit: [Insert Status, e.g., Carried Over]

Amenity Usage Policy Update:

Effective [Date], we are updating our policies regarding the use of community amenities (gym, pool, common rooms). Please review the changes below:

- [Insert Policy Change 1, e.g., New operating hours]
- [Insert Policy Change 2, e.g., Guest limitations]
- [Insert Policy Change 3, e.g., Required reservation system]

All other terms and conditions of your original lease agreement remain in full effect. Please sign and return the attached renewal offer by [Deadline Date] to secure your residency.

If you do not intend to renew, please provide a written notice of intent to vacate by [Notice Deadline Date].

Sincerely,

[Management Name/Landlord Name]
[Contact Phone Number]
[Contact Email]