

[Landlord or Property Management Name]
[Address]
[City, State, Zip Code]
[Date]

To: [Tenant Name(s)]
Property Address: [Rental Property Address]

Subject: Early Lease Renewal Offer & Maintenance Policy Reminder

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Name/Address]. As your current lease is set to expire on [Current Lease End Date], we would like to offer you the opportunity to renew your lease early.

Renewal Offer

By signing a new lease for an additional [Duration, e.g., 12 months] by [Incentive Deadline Date], we are pleased to offer you the following terms:

- New Monthly Rent: \$[Amount]
- New Lease Term: [Start Date] to [End Date]
- [Optional: Incentive, e.g., One-time \$50 rent credit or no rent increase]

Maintenance Policy Reminder

As part of our commitment to providing a safe and well-maintained home, please remember the following maintenance guidelines:

- **Reporting Issues:** Please report all maintenance requests promptly via [Online Portal/Phone Number/Email] to prevent minor issues from becoming major repairs.
- **Emergency Repairs:** For emergencies such as flooding, gas leaks, or total loss of heat/power, contact [Emergency Contact Number] immediately.
- **Tenant Responsibilities:** Tenants are responsible for [e.g., replacing light bulbs, smoke detector batteries, and air filters].
- **Access:** We will provide at least [Number, e.g., 24] hours' notice before entering for routine inspections or non-emergency repairs.

If you wish to accept this renewal offer, please notify us by [Deadline Date]. We will then prepare the formal lease documents for your signature.

If you have any questions regarding this offer or our maintenance policies, please do not hesitate to contact us.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]