

Date: [Current Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: Lease Renewal Offer and Revised Waste Management Policy

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 residency and would like to offer you a lease renewal for an additional term of [Duration, e.g., 12 months].

New Lease Terms:

- **Renewal Term:** [Start Date] to [End Date]
- **Monthly Rent:** \$[Amount]
- **Security Deposit:** [Status, e.g., Carried Over / Additional Amount Required]

Revised Waste Management Policy:

Please be advised that effective [Date], we are implementing a revised Waste Management Policy to ensure the cleanliness and efficiency of the property. The key updates include:

- [Update 1: e.g., Specific days for trash collection]
- [Update 2: e.g., New recycling sorting requirements]
- [Update 3: e.g., Designated disposal areas for bulk items]
- [Update 4: e.g., Fines for improper disposal]

By signing this renewal, you acknowledge that you have read and agree to abide by the updated Waste Management Policy, which is attached to this letter.

If you wish to renew your lease under these terms, please sign and return this letter or the attached formal lease agreement by [Deadline Date]. If you do not intend to renew, please provide written notice of your intent to vacate by [Notice Deadline].

Thank you for being a valued resident.

Sincerely,

[Landlord/Manager Name]

[Management Company Name]

[Phone Number]

Tenant Acceptance:

I/We, [Tenant Name], hereby accept the terms of the lease renewal and the revised Waste Management Policy.

Signature: _____ Date: _____