

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Notice of Lease Renewal and Updated Facility Access Policy

Dear [Tenant Name],

We are writing to inform you that your current lease agreement for the property located at [Property Address] is set to expire on [Current Lease End Date]. We value your tenancy and would like to offer you a renewal for a new term beginning on [Start Date] and ending on [End Date].

Lease Renewal Terms:

- New Monthly Rent: \$[Amount]
- Security Deposit Status: [e.g., Carried forward / Additional amount required]
- Renewal Deadline: [Date]

Updated Facility Access Policy:

Effective [Date], we are implementing updated policies regarding facility access to ensure the safety and security of all occupants. Please note the following changes:

- [Policy Update 1: e.g., New keycard or PIN code requirements]
- [Policy Update 2: e.g., Restricted hours for common areas]
- [Policy Update 3: e.g., Updated guest registration procedures]

Please review the attached renewal agreement and the full Facility Access Policy document. To confirm your renewal, please sign and return the documents by the deadline mentioned above.

If you have any questions regarding these updates or the renewal process, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company/Property Management Name]