

[Date]

[Tenant Name]

[Unit Number and Street Address]

[City, State, Zip Code]

Subject: Lease Renewal Offer and Updated Parking Policies

Dear [Tenant Name],

Your current lease for the property located at [Unit Address] is scheduled to expire on [Current Lease End Date]. We value your residency and would like to offer you the opportunity to renew your lease for another [Term Length, e.g., 12 months].

Renewal Terms:

- **New Lease Period:** [Start Date] to [End Date]
- **New Monthly Rent:** \$[Amount]
- **Security Deposit:** [State if remaining the same or if an additional amount is required]

Updated Parking Policies:

Please be advised that effective [Date], the following parking policies will be implemented and incorporated into your new lease agreement:

- [Policy 1: e.g., All vehicles must display a valid resident permit.]
- [Policy 2: e.g., Designated guest parking is limited to 24 hours.]
- [Policy 3: e.g., Monthly parking fee is now \$[Amount] per space.]
- [Policy 4: e.g., Towing will be enforced for unauthorized vehicles.]

To accept this renewal offer, please sign and return the attached lease agreement by [Deadline Date]. If you do not intend to renew, please provide written notice of your intent to vacate by [Notice Deadline Date].

If you have any questions regarding the new rent amount or the updated parking regulations, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Property Management Company Name]

[Contact Information]