

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Lease Renewal Notice and Policy Updates

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Lease Expiration Date]. We would like to offer you the option to renew your lease for a new term of [Number of Months] months.

New Lease Terms:

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

Updated Property Policies:

Please be advised that the following policy updates will be incorporated into the new lease agreement and will take effect on [Effective Date]:

- [Policy Update 1: e.g., Updated Pet Policy]
- [Policy Update 2: e.g., Changes to Parking Regulations]
- [Policy Update 3: e.g., New Smoking Restrictions]

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

Thank you for being a valued resident. If you have any questions regarding these changes, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]