

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Pet Policy Update and Lease Renewal

Dear [Tenant Name],

We are pleased to offer you the opportunity to renew your lease for the property located at [Property Address]. Your current lease is scheduled to expire on [Current Lease End Date].

Please be advised that effective with your new lease term starting on [New Lease Start Date], we are implementing an updated policy regarding the number of pets permitted per household. To ensure the maintenance and safety of the community, the limit on pets will be set at [Number] pets per unit.

Current Policy Status:

- New Pet Limit: [Number] pets maximum.
- Current Pets: Our records indicate you currently have [Number] pet(s).

[Insert Clause for Grandfathering: e.g., "Existing pets currently registered with management will be permitted to stay; however, no new or replacement pets may be added if you are currently at or over the new limit."]

Renewal Terms:

- New Lease Term: [Number of Months]
- New Monthly Rent: \$[Amount]
- New Pet Rent (if applicable): \$[Amount]

Please sign and return the attached lease renewal agreement by [Deadline Date] to confirm your acceptance of the updated terms. If you do not wish to renew under these new conditions, please provide your written notice to vacate by [Notice Date].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]