

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Property Address]

Dear [Tenant Name],

As your current lease is set to expire on [Current Lease End Date], we are pleased to offer you a lease renewal for the term of [Number] months, ending on [New Lease End Date].

Pet Policy Update and Service Animal Acknowledgment

Please be advised that we have updated our Pet Policy. While the building maintains specific rules regarding domesticated pets (including [List basic pet rules or fees]), we fully acknowledge and respect your right to reside with a Service Animal or Emotional Support Animal (ESA) as protected under the Fair Housing Act.

Our records indicate that you currently have an authorized [Service Animal/ESA] in your residence. Regarding this animal:

- No "Pet Rent" or "Pet Deposit" will be charged for this verified animal.
- The animal must remain under the owner's control at all times in common areas.
- The owner remains responsible for any physical damage to the premises caused by the animal.

Renewal Terms:

- New Monthly Rent: \$[Amount]
- Effective Date: [Start Date of New Lease]

To accept this renewal and the updated policy terms, please sign and return the attached lease agreement by [Deadline Date].

If you have any questions regarding these updates, please contact the management office.

Sincerely,

[Landlord/Property Manager Name]

[Management Company Name]

[Phone Number]