

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Dear [Tenant Name],

As your current lease agreement for the property located at [Property Address] is set to expire on [Current Lease End Date], we are pleased to offer you a renewal for a new term starting [New Lease Start Date].

Please be advised that as part of this renewal, there is an update to our pet policy. To ensure the continued maintenance of the property, an updated pet deposit is now required. Our records indicate that you currently have [Number of Pets] pet(s) residing in the unit.

Pet Deposit Details:

- Current Pet Deposit on file: \$[Amount]
- New Required Pet Deposit: \$[Amount]
- **Additional Amount Due: \$[Difference Amount]**

The additional deposit amount of \$[Difference Amount] is due by [Due Date]. This deposit remains refundable at the end of your tenancy, subject to the condition of the property as outlined in your lease agreement.

If you wish to renew your lease under these updated terms, please sign the attached renewal agreement and return it along with the additional pet deposit by [Deadline Date].

If you have any questions regarding this update or no longer have a pet living in the premises, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]