

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address and Unit Number]

Dear [Tenant Name],

Thank you for being a valued tenant at [Property Name/Address]. As your current lease agreement is scheduled to expire on [Current Lease End Date], we would like to offer you a renewal for a new term.

Due to changes in market conditions and operating costs, the financial terms for your new lease term will be adjusted as follows:

- **New Lease Term:** [Start Date] to [End Date]
- **Current Monthly Rent:** \$[Amount]
- **New Monthly Rent:** \$[Amount]
- **Security Deposit Top-up (if applicable):** \$[Amount]
- **Total Due Monthly:** \$[Amount]

The new rent amount will take effect on [Date]. All other terms and conditions of your original lease agreement will remain in full force and effect.

Please indicate your intent to renew by signing below and returning this letter by [Deadline Date]. If we do not hear from you by this date, we will assume you do not intend to renew, and you will be expected to vacate the premises by [Current Lease End Date].

If you have any questions regarding these new terms, please contact [Landlord/Manager Name] at [Phone Number/Email].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]

Tenant Acceptance:

I/We accept the new lease terms as outlined above.

Signature: _____ Date: _____

Signature: _____ Date: _____