

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Unit Address: [Insert Unit Number and Street Address]

Dear [Tenant Name],

Your current lease agreement is scheduled to expire on [Current Lease End Date]. We are pleased to offer you a renewal for a new term of [Number of Months] months, beginning on [Start Date] and ending on [End Date].

Based on our annual review of the subsidy program guidelines and your current household eligibility, your subsidized rental rate has been adjusted. Please see the updated financial terms below:

- **Current Monthly Rent:** \$[Amount]
- **New Monthly Rent:** \$[Amount]
- **Subsidy Amount Applied:** \$[Amount]
- **Tenant Responsibility (Out-of-Pocket):** \$[Amount]

The new rental rate will become effective on [Effective Date]. All other terms and conditions of your original lease agreement will remain in full force and effect.

To accept these terms and renew your lease, please sign and return the enclosed renewal agreement by [Deadline Date]. If you have any questions regarding your subsidy calculation or the renewal process, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]
[Property Management Company]

Tenant Acknowledgment:

I/We hereby accept the terms of the lease renewal and the adjusted rental rate as stated above.

Signature: _____ Date: _____