

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Upcoming Renewal of Short-Term Rental Landlord Policy

Dear [Tenant Name],

This letter is to formally notify you that our Short-Term Rental Landlord Policy regarding the property located at [Property Address] is due for renewal on [Expiration Date].

We are currently reviewing our terms and conditions for the upcoming period. Please be advised of the following:

- **Renewal Date:** [Date]
- **Policy Changes:** [Briefly mention any changes to rules, fees, or occupancy limits, or state "No changes at this time"]
- **Action Required:** [E.g., Please sign the attached updated agreement / No action required if you wish to continue]

If you intend to continue operating this short-term rental under our agreement, please ensure that all local licensing and safety requirements remain up to date and on file with our office.

If you have any questions regarding the renewal process or the updated terms, please contact us at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your continued cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]