

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

RE: Lease Renewal and Rent Modification Notice

Dear [Tenant Name],

We hope you are enjoying your residency at [Property Name/Address]. As your current lease agreement is scheduled to expire on [Current Lease End Date], we would like to offer you the opportunity to renew your lease for another year.

Beginning [New Lease Start Date], the monthly rent for your unit will be adjusted to \$[New Rent Amount]. This change reflects current market conditions and covers increased operating costs.

New Lease Terms:

- **New Monthly Rent:** \$[New Rent Amount]
- **New Lease Term:** [Number] Months
- **Start Date:** [Date]
- **End Date:** [Date]

All other terms and conditions of your original lease agreement will remain in full force and effect.

Please let us know your decision by [Deadline Date]. If you choose to renew, please sign the attached lease amendment and return it to our office. If you do not intend to renew, please provide written notice of your intent to vacate by the date mentioned above.

If you have any questions regarding this renewal, please feel free to contact us.

Sincerely,

[Landlord/Property Manager Signature]

[Printed Name]