

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Lease Renewal and Rent Adjustment Notice

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Address]. As your current lease agreement is set to expire on [Current Lease End Date], we would like to offer you a renewal for a new term.

Due to an increase in local utility rates and operating costs, we are adjusting the monthly rent for the upcoming term. Your new monthly rent will be [New Rent Amount], effective starting [New Lease Start Date].

Summary of Terms:

- **New Lease Term:** [Number of Months]
- **New Monthly Rent:** \$[Amount]
- **New Utilities Contribution (if applicable):** \$[Amount]
- **Effective Date:** [Date]

All other terms and conditions of your original lease agreement will remain in full force and effect. To accept this renewal, please sign and return the attached lease agreement by [Deadline Date].

If you do not wish to renew your lease, please provide us with a written notice of your intent to vacate by [Notice Deadline Date].

Thank you for being a valued resident. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]