

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Dear [Tenant Name],

We would like to thank you for being a valued resident at [Property Name/Address]. As your current lease term approaches its end on [Lease End Date], we are writing to discuss the terms for your renewal.

To ensure the continued quality and comfort of your home, we are pleased to offer you a **complimentary upgrade** as part of your new lease agreement. You may choose one of the following improvements to be installed in your unit at no additional cost to you:

- [Option 1: e.g., New stainless steel kitchen appliances]
- [Option 2: e.g., Professional carpet cleaning or new flooring]
- [Option 3: e.g., Installation of a smart thermostat or updated lighting fixtures]

Due to rising operational costs and market adjustments, there will be a modest increase in your monthly rent. Effective [Start Date of New Lease], your new monthly rent will be \$[New Rent Amount]. All other terms and conditions of your original lease agreement will remain in effect.

To accept this offer and schedule your upgrade, please sign the attached lease renewal and return it to our office by [Deadline Date].

If you have any questions regarding these changes or your upgrade options, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for choosing to make your home with us.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]