

[Date]

[Resident Name]
[Property Address]
[Unit Number]

Dear [Resident Name],

We would like to thank you for being a loyal resident at [Property Name]. We truly value having you in our community.

To continue maintaining the property and providing quality service, we are adjusting the rent for your unit. This change will take effect on [Effective Date].

Because we value your residency, we would like to offer you the following flexible lease options to best suit your needs:

- **Option 1: 12-Month Renewal**
New Rent: \$[Amount] per month
(Best value for long-term savings)
- **Option 2: 6-Month Renewal**
New Rent: \$[Amount] per month
(Mid-term flexibility)
- **Option 3: Month-to-Month Basis**
New Rent: \$[Amount] per month
(Maximum flexibility)

Please let us know which option you prefer by [Deadline Date]. If we do not hear from you by this date, your lease will automatically convert to the month-to-month rate starting [Effective Date].

If you have any questions regarding these options, please contact the leasing office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management]
[Property Name]