

**Date:** [Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Property Address]

Dear [Tenant Name],

Your current lease agreement for the property mentioned above is scheduled to expire on [Lease End Date]. We are pleased to offer you a renewal of your lease, provided that the following conditions are met:

**Renewal Conditions:**

- [Condition 1: e.g., Successful completion of a property inspection]
- [Condition 2: e.g., Payment of outstanding balance of \$XXX]
- [Condition 3: e.g., Proof of updated renter's insurance]

**Proposed New Lease Terms:**

- **New Lease Term:** [Number] months (Beginning [Start Date] and ending [End Date])
- **New Monthly Rent:** \$[Amount]
- **Security Deposit Top-up:** \$[Amount, if applicable]

Please note that this offer is contingent upon the fulfillment of the conditions listed above by [Deadline Date]. If these conditions are not satisfied by the deadline, this offer will be void, and you will be expected to vacate the premises by your current lease expiration date.

If you wish to accept this conditional offer, please sign below and return this letter to our office by [Date]. Once the conditions are satisfied, we will provide the formal lease agreement for signature.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

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**Tenant Acceptance:**

I/We hereby accept the terms of this conditional lease renewal offer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_