

[Your Name/Property Management Name]
[Address]
[City, State, Zip Code]
[Date]

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

Subject: Lease Renewal and Emergency Contact Update

Dear [Tenant Name],

Our records indicate that your lease for the property located at [Property Address] is scheduled to expire on [Lease End Date]. We would like to offer you a renewal for a new term of [Number] months, starting [New Start Date], at a monthly rent of \$[Rent Amount].

To ensure our records are accurate and to maintain safety protocols, we also require you to provide updated emergency contact information. In the event of an emergency involving the property or your safety, it is vital that we have a reliable way to reach your designated representative.

Please provide the following information:

Primary Emergency Contact:

Full Name: _____
Relationship to Tenant: _____
Phone Number: _____
Email Address: _____

Secondary Emergency Contact (Optional):

Full Name: _____
Relationship to Tenant: _____
Phone Number: _____

Please sign the attached lease renewal agreement and return it along with this completed form by [Deadline Date].

If you have any questions or do not intend to renew your lease, please contact us at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Property Name]