

Property Management Contract Renewal

Date: [Insert Date]

To: [Property Owner's Name]

Address: [Property Owner's Address]

Dear [Property Owner's Name],

We are writing to formally discuss the upcoming renewal of the property management contract for [Property Address]. As we approach the expiration date of our current agreement on [Expiration Date], we would like to outline the proposed adjustments to the terms and conditions for the new contract period.

Proposed Adjustments:

- **Management Fee:** Adjustment from [Current Fee] to [New Fee].
- **Maintenance Allowance:** Increase from [Current Amount] to [New Amount].
- **Lease Term:** Extension from [Current Term] to [New Term].

We believe that these adjustments will enhance the management services we provide and better align with current market conditions.

Please review the proposed changes, and do not hesitate to reach out if you have any questions or would like to discuss these adjustments further. We look forward to your confirmation to proceed with the renewal.

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]