

# Lease Extension Reminder

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter is to remind you that your current lease at [Property Address] will be expiring on [Lease Expiration Date]. We would like to discuss the possibility of extending your lease for an additional term.

Please contact us at your earliest convenience to discuss this matter further. We value you as a tenant and hope you will continue to stay with us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]