

Tenancy Renewal Reminder

Dear [Resident's Name],

We hope this message finds you well. This is a friendly reminder that your tenancy agreement for [Property Address] is set to expire on [Expiration Date].

To ensure a smooth continuation of your residency, please let us know your intentions regarding the renewal of your lease. If you wish to renew, kindly respond by [Response Deadline].

If you have any questions or need further information, feel free to reach out.

Thank you for being a valued resident.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]