

Lease Renewal Notification

Date: [Insert Date]

Tenant: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This is to inform you that your lease for the property located at [Property Address] is set to expire on [Lease Expiration Date].

As we approach this date, we would like to notify you of the opportunity to renew your lease for an additional term of [Insert Term Duration]. Please let us know by [Response Deadline] if you wish to proceed with the renewal.

If you have any questions or would like to discuss any modifications to the lease terms, please feel free to reach out to us.

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]