

Reminder: Lease Renewal Discussion

Dear [Tenant's Name],

I hope this message finds you well. This is a friendly reminder regarding the upcoming discussion for your lease renewal for the property located at [Property Address].

As your lease is set to expire on [Expiration Date], we would like to schedule a time to discuss the terms of renewal and any potential changes you'd like to consider.

Please let us know your availability for a meeting within the next week, so we can ensure a smooth transition.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]