

Rental Lease Expiration Notification

Date: [Insert Date]

Dear [Tenant's Name],

This letter serves as a notice that your rental lease for the property located at [Property Address] is set to expire on [Lease Expiration Date]. We want to thank you for being a valued tenant during your stay.

Please let us know if you intend to renew the lease or if you will be vacating the premises by the expiration date. If you choose to renew, we are happy to discuss any necessary adjustments to the lease terms.

If you have any questions or require further information, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]