

# Lease Continuation Reminder

Dear [Tenant's Name],

We hope this message finds you well. This is a friendly reminder that your current lease at [Property Address] is set to expire on [Lease Expiration Date]. We wanted to inform you about the process for continuing your lease.

If you wish to renew your lease, please let us know by [Deadline for Response]. We are happy to discuss any adjustments to the terms or address any questions you may have.

Thank you for being a valued tenant. We look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]