

Lease Expiration Reminder

Dear [Tenant's Name],

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

If you wish to renew your lease, please contact us by [Renewal Deadline] to discuss the terms and conditions. If you are planning to move out, we kindly ask that you notify us of your decision and schedule a move-out inspection.

Thank you for being a valued tenant. We appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]