

Lease Renewal Process Information

Dear [Tenant's Name],

We hope this message finds you well. As your lease for [Property Address] is set to expire on [Lease Expiration Date], we would like to provide you with important information regarding the lease renewal process.

Renewal Options

You have the following options regarding your lease renewal:

- Renew for another [Lease Term] under the same terms and conditions.
- Renew with modified terms. Please submit your proposed changes by [Proposed Change Deadline].
- Decline to renew the lease. Please notify us by [Notice Deadline] if you choose this option.

Renewal Agreement

If you choose to renew, please review the attached lease renewal agreement. If you agree to the terms, please sign and return it by [Renewal Submission Deadline].

Contact Information

If you have any questions or need further assistance, feel free to contact us at:

Email: [Email Address]

Phone: [Phone Number]

Thank you for being a valued tenant. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]