

Upcoming Lease Renewal Alert

Dear [Tenant's Name],

We hope this message finds you well. This is a friendly reminder that your lease for the property located at [Property Address] will be up for renewal on [Lease End Date].

As we approach the expiration date, we would like to discuss your plans regarding the lease renewal. Please let us know if you intend to renew your lease or if you have any questions or concerns.

If you choose to renew, we will be happy to discuss any changes in terms or conditions and provide you with the updated lease documentation.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]