

Lease Agreement Renewal Instructions

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As your current lease agreement for the property located at [Property Address] is approaching its expiration date on [Expiration Date], we would like to provide you with the following instructions for renewal:

1. **Review the Current Lease:** Please review your existing lease agreement to understand the terms and conditions.
2. **Submit Renewal Intent:** If you wish to renew, please respond by [Response Deadline Date] indicating your intention to continue your lease.
3. **Updated Terms:** We will provide you with the updated lease terms including any changes in rent or policy. These will be sent to you by [Date].
4. **Sign and Return:** Once you receive the new lease document, please sign and return it by [Return Deadline Date].
5. **Contact for Queries:** If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for being a valued tenant. We look forward to your prompt response and hope to continue our relationship for another lease term.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]