

Upcoming Lease Expiry Announcement

Date: [Insert Date]

Dear [Tenant's Name],

We would like to remind you that your lease for the property located at [Property Address] will be expiring on [Expiration Date]. As we approach this date, we would appreciate your attention to a few important matters:

- Please confirm whether you intend to renew your lease or vacate the premises.
- If you wish to renew, kindly let us know by [Renewal Deadline].
- Should you choose to vacate, please provide us with your intended move-out date.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]