

# Lease Renewal Notification

Date: [Insert Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip]

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that your current lease for the property located at [Property Address], which is set to expire on [Expiration Date], is eligible for renewal.

Please let us know if you would like to renew your lease for an additional term of [Length of New Lease Term] under the same terms and conditions. If you wish to make any changes or have questions regarding your lease, do not hesitate to reach out.

We would appreciate your response by [Response Deadline Date] to ensure a smooth transition into the renewed lease period.

Thank you for being a valued tenant, and we look forward to hearing from you soon.

Best regards,  
[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Contact Information]