

Lease Renewal Notice

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Tenant Address: [Insert Tenant Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Tenant Name],

We hope this message finds you well. This letter serves as a formal notice regarding the expiration of your current lease agreement for the residential unit located at [Insert Property Address], which will expire on [Insert Expiration Date].

As your lease is set to expire, we would like to discuss the possibility of renewing your lease for another term. Please let us know if you are interested in renewing your lease and any specific terms you would like to discuss. We can arrange a meeting or call at your earliest convenience.

If you choose not to renew the lease, please ensure that you vacate the premises by the expiration date. We request that you provide us with written notice of your intentions by [Insert Deadline for Response].

Thank you for being a valued tenant, and we look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company Name]