

Lease Renewal Reminder

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Dear [Insert Tenant Name],

We hope this message finds you well. This is a friendly reminder that your current lease for [Insert Property Address] is set to expire on [Insert Lease Expiration Date].

We would like to discuss the renewal of your lease for another term. If you are interested in renewing, please let us know by [Insert Response Deadline].

If you have any questions or would like to discuss terms, please feel free to contact us at [Insert Contact Information].

Thank you for being a valued tenant.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Property Management Company Name]

[Insert Contact Information]