

Notification for Continued Occupancy

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a notification regarding your continued occupancy at [Property Address]. As per our records, your lease is set to expire on [Lease Expiration Date]. We are pleased to inform you that we are offering you the option to renew your lease for another term.

Should you choose to continue your stay, please confirm your intention by [Confirmation Date]. If you have any questions or wish to discuss the terms of renewal, feel free to reach out to us at [Contact Information].

Thank you for being a valued tenant. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]