

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number]

Subject: Notice of Lease Expiration and Renewal Option

Dear [Tenant Name],

This letter is to notify you that your current lease agreement for the property located at [Property Address] is scheduled to expire on [Lease End Date].

We value you as a tenant and would like to offer you the opportunity to renew your lease. Below are the proposed terms for the new lease period:

- **New Lease Term:** [Number of Months/Years]
- **New Monthly Rent:** \$[Amount]
- **Effective Date:** [Start Date of New Lease]

If you wish to renew your lease under these terms, please contact us by [Deadline Date] so that we can prepare the new agreement for your signature.

If you do not intend to renew your lease and plan to vacate the premises by [Lease End Date], please provide written notice of your intent to move out by [Notice Deadline Date] as required by your current agreement.

Please feel free to reach out to [Landlord/Property Manager Name] at [Phone Number] or [Email Address] if you have any questions or would like to discuss these terms further.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]