

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Upcoming Lease Expiration and Extension Option

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Address].

This letter is a friendly reminder that your current lease agreement is scheduled to expire on [Lease End Date]. Although the expiration date is still some time away, we would like to offer you the opportunity to secure your tenancy early by extending your lease.

If you wish to remain in the property, we are offering an extension for a further term of [Number of Months/Years] starting on [Start Date] at a monthly rent of \$[Rent Amount].

Next Steps:

- If you wish to extend: Please notify us by [Deadline Date] so we can prepare the renewal documents.
- If you do not intend to renew: Please provide your formal notice of intent to vacate by [Notice Deadline Date] as per your current agreement.

We value you as a tenant and look forward to hearing from you soon. If you have any questions regarding the terms of the extension, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]