

Date: [Current Date]

Tenant Name(s): [Tenant Names]

Property Address: [Property Address, Unit Number]

**RE: ACTION REQUIRED - Your Lease is Expiring Soon**

Dear [Tenant Name],

We hope you have been enjoying your stay at [Property Name/Address]. We are contacting you because your current lease agreement is scheduled to expire on **[Lease Expiration Date]**.

We would love to have you continue as a resident. To renew your lease, please review the following options:

- **Option 1: New Fixed-Term Lease**  
Renew for a period of [Number] months at a rate of \$[Amount] per month.
- **Option 2: Month-to-Month Agreement**  
Transition to a month-to-month lease at a rate of \$[Amount] per month.

**Required Action:**

Please notify us of your decision by **[Deadline Date]**. If you intend to vacate the property at the end of your current lease, you must provide written notice by this same date.

To confirm your renewal, please [Instruction: e.g., sign the attached document / visit the online portal].

If we do not hear from you by [Deadline Date], [State consequence: e.g., your lease will automatically convert to month-to-month at the higher rate / we will assume you are vacating].

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]