

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Notice of Lease Expiration and Renewal Options

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Lease Expiration Date].

We value your residency and would like to offer you the following options regarding your tenancy:

- **Option 1: Renew for a New Term**
You may renew your lease for a period of [New Term Length, e.g., 12 months] at a monthly rent of \$[New Rent Amount]. The new lease term would begin on [Start Date].
- **Option 2: Month-to-Month Tenancy**
If you do not sign a new lease but remain in the unit, your tenancy will convert to a month-to-month agreement as of [Date] at a monthly rate of \$[Month-to-Month Rent Amount].
- **Option 3: Move Out**
If you intend to vacate the premises at the end of your current lease, please provide written notice by [Notice Deadline Date] and ensure the unit is vacated by [Lease Expiration Date].

Please notify us of your decision no later than [Response Deadline Date]. If you choose to renew, we will provide the new lease agreement for your signature.

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

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]