

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number]

Subject: URGENT: Lease Expiration and Renewal Notice

Dear [Tenant Name],

This letter serves as a formal notification that 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 opportunity to renew your lease for an additional [Term Length, e.g., 12 months]. To continue your tenancy, the following terms will apply starting [Start Date of New Lease]:

- **New Monthly Rent:** \$[Amount]
- **Security Deposit:** [State if additional deposit is required or if it remains the same]
- **Renewal Term:** [Start Date] to [End Date]

Time-Sensitive Requirement:

To secure this renewal and the rates listed above, please sign and return the attached lease agreement or notify us of your intent to vacate no later than **[Deadline Date]**. Failure to respond by this date may result in the property being listed for rent to new applicants or the transition of your lease to a month-to-month agreement at a rate of \$[Amount] per month.

If you intend to vacate the premises at the end of your current lease, please provide your written notice of intent to move out by [Notice Deadline Date] as per the terms of your original agreement.

Please contact [Contact Name] at [Phone Number] or [Email Address] if you have any questions or wish to discuss the new terms.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]