

URGENT: LEASE EXPIRATION AND RENEWAL NOTICE

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Dear [Tenant Name],

This letter serves as an urgent reminder that your current lease agreement for the property located at [Insert Property Address] is scheduled to expire on **[Insert Expiration Date]**.

We value your tenancy 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:** [Insert Duration, e.g., 12 months]
- **New Monthly Rent:** \$[Insert Amount]
- **Effective Date:** [Insert Date]

Please note that if we do not receive a signed renewal agreement or a formal notice of your intent to vacate by **[Insert Deadline Date]**, the lease may transition to a month-to-month tenancy at a rate of \$[Insert Amount] per month, or we may begin the process of re-listing the property.

Please contact us immediately at [Insert Phone Number] or [Insert Email Address] to confirm your intentions or to discuss the new terms.

We look forward to hearing from you soon.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email]