

Date: [Current Date]

To: [Tenant Names]

Property Address: [Property Address]

Subject: First Reminder: Upcoming Lease Expiration and Renewal Options

Dear [Tenant Names],

This letter is a friendly reminder that your fixed-term lease for the property located at [Property Address] is scheduled to expire on [Lease End Date].

We would love to have you continue staying with us. We are pleased to offer you the following renewal options:

- **New Fixed-Term Lease:** A new [Number of Months]-month lease at a rate of \$[Amount] per month.
- **Month-to-Month Agreement:** Transition to a month-to-month basis at a rate of \$[Amount] per month.

Please let us know your intentions by [Response Deadline Date]. This will allow us enough time to prepare the necessary paperwork or begin the transition process.

If you intend to vacate the property at the end of your current lease, please provide your formal written notice by the date mentioned above.

If you have any questions regarding these options, please contact [Landlord/Manager Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]