

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[Suite/Unit Number]

RE: FOLLOW-UP - Notice of Lease Expiration and Renewal Options

Dear [Tenant Contact Name],

This letter is a follow-up to our previous correspondence sent on [Date of First Letter] regarding the upcoming expiration of your lease agreement for the premises located at [Property Address]. Your current lease is scheduled to expire on [Lease Expiration Date].

As of today, we have not received a formal response regarding your intent to renew. To ensure the continuity of your business operations at this location and to avoid the commencement of marketing the space to new prospective tenants, we kindly request your decision by [Deadline Date].

Current Renewal Terms Offered:

- **New Lease Term:** [Number of Months/Years]
- **Base Rent:** \$[Amount] per month
- **Effective Date:** [Start Date of Renewal]

Please indicate your preference by checking one of the boxes below and returning a signed copy of this letter to our office:

I wish to renew the lease under the terms stated above. Please send the formal Lease Amendment for signature.

I do not wish to renew the lease and will vacate the premises by [Lease Expiration Date].

If you have any questions or would like to discuss the terms further, please contact [Name] at [Phone Number] or [Email Address] as soon as possible.

We value your tenancy and look forward to hearing from you.

Sincerely,

[Your Name/Signature]

[Landlord/Property Management Company Name]

Tenant Acknowledgment:

Signature: _____ Date: _____