

Date: [Current Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

Unit Number: [Unit Number]

**RE: ACTION REQUIRED - Your Lease is Expiring Soon**

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Name/Address]. We are writing to notify you that your current lease agreement is scheduled to expire on **[Lease Expiration Date]**.

We would love to have you continue as a resident. To renew your lease, please review the following options:

- **Option 1: New Fixed-Term Lease**  
Renew for [Number of Months] months at a monthly rate of \$[Amount].
- **Option 2: Month-to-Month Agreement**  
Transition to a month-to-month lease at a monthly rate of \$[Amount].

**Action Required:**

Please notify us of your decision by **[Deadline Date]**. If you intend to vacate the property at the end of your current lease, you must submit a formal written Notice of Intent to Vacate by this same date.

If we do not hear from you by [Deadline Date], [State consequence, e.g., your lease will automatically convert to month-to-month at the higher rate / we will assume you are vacating].

To sign your renewal electronically, please visit [Link/Portal] or visit the management office.

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

Sincerely,

[Property Manager Name]

[Company Name]