Date:

Re: Notice of Lease Renewal or Extension Dear ,

This letter serves as official notice that the automatic renewal provision gives you the option to renew or extend the term of your rental agreement for the premises located at:

Your existing rental agreement with an original start date of will expire on

. At this time, I am offering to renew your lease for month(s) at

$ per month.

Please reply by if you would like to renew or extend your rental agreement, and we will arrange a time to sign the lease renewal/extension.

If you do not plan to renew or extend the term of your rental agreement, you must vacate the premises by the end of the lease term: .

Sincerely,

*(Landlord Signature)*

*(Landlord Printed Name)*

*(Landlord Phone Number)*

*(Landlord Address)*

**CERTIFICATE OF SERVICE**

I certify that a copy of this notice has been furnished to the above-named tenant(s) on

by:

❐ Hand delivery to Tenant ; **or**

❐ Hand delivery to a person that can accept the notice on behalf of Tenant and mailing the notice by regular or other mail; **or**

❐ Posting the notice in a conspicuous place on the premises and mailing the notice by regular or other mail; **or**

❐ Mailing the notice by certified or registered mail with a return receipt.

*(Landlord Name) (Landlord Signature)*