

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Notice of Lease Agreement Renewal/Termination

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally address the lease agreement for the property located at [Property Address]. According to our lease, I would like to discuss the options for renewal/termination, as it is set to expire on [Lease Expiration Date].

****Option 1: Renewal****

If you are open to renewing the lease, I would appreciate it if we could discuss any potential changes to the terms or rental rate.

****Option 2: Termination****

If I choose not to renew, I will ensure that I comply with the notice period stated in our agreement, with my final day of occupancy being [Last Day of Occupancy].

Please let me know a convenient time for us to discuss this matter further. Thank you for your attention to this request.

Best regards,

[Your Name]

[Your Signature, if sending a hard copy]