I am writing to humbly remind you that your lease agreement for the property at (address) is going to expire on the 30th of May, 2033. I would like to offer you two options regarding your future tenancy.

The first option is the renewal of the lease agreement. If you wish to continue living in the apartment, I will be more than pleased to offer you the opportunity to renew the rent agreement. However, please be informed that given the current rates of the property in the market, there will be a rent increase in the new agreement. We can discuss this further if you wish to avail this opportunity.

On the other hand, if you wish to move to a different location for any reason, I kindly request you vacate the property as soon as the lease agreement expires. You are also requested to provide in writing your intention to vacate the property and not renew the rent agreement. This will let me have sufficient time to advertise and find another suitable tenant.

It has been a pleasure having you as a responsible tenant. I will be delighted to renew the lease agreement with you. If, however, you decide to move out, I wish you all the best.

Please don’t hesitate to contact me in case of any queries. I look forward to your response.