

Informing tenants about renewal contact and support

Dear [Tenant Name],

As your lease at [Property Name] approaches its renewal period, I wanted to introduce myself and provide any support you may need during this process. My name is [Your Name], and I will be your primary point of contact for lease-related matters.

Please feel free to reach out with any questions about lease terms, maintenance, or community updates. I look forward to continuing a positive relationship with you.

Sincerely,

[Your Name]

[Title/Property Management]

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