**CurrentDate**  
  
**Tenant\_Full\_Name  
Unit\_Number  
Property\_Name  
Community**  
  
Dear Tenant\_Full\_Name  
  
Please be informed that your Tenancy Agreement for **Unit\_Number** in **Property\_Name**, **Community** will expire on **Contract\_End\_Date**. You are requested to renew it a month before the expiry date.   
  
Please find below our rental proposal and charges applicable for your tenancy renewal:   
**Rent :** Rent\_Amount **Rera  :** Rera **Ejari Processing Charges** : Ejari\_Processing\_Charges **Renewal Charges  :** Renewal\_Charges  
  
**Note:** The above amount is excluding VAT.   
  
We need the following documents for the renewal:  
1. Copy of Passport.   
2. Copy of Visa.   
3. Copy of Emirates IDPlease note that the additional charge is applicable in case of any delay in the renewal.   
  
We look forward to your confirmation and requested documents for further processing.**CompanyName**