

URGENT: FINAL NOTICE REGARDING LEASE RENEWAL

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Lease Expiration Date: [Insert Date]

Dear [Tenant Name],

This is the final notice regarding the upcoming expiration of your lease agreement. We have previously sent notifications regarding your renewal options, but as of today, we have not received your formal response.

To remain in the premises, you must take one of the following actions by [Insert Deadline Date]:

- **Option 1: Renew Your Lease.** Sign and return the attached renewal agreement to secure your residency for another term.
- **Option 2: Submit Notice to Vacate.** If you do not intend to renew, you must provide written notice of your intent to move out by the deadline stated above.

Consequences of Non-Action:

Failure to respond by [Insert Deadline Date] may result in the following:

- Transition to a month-to-month tenancy at a significantly higher rental rate of \$[Insert Amount].
- Requirement to vacate the premises upon the expiration of your current lease.
- The property being listed as available for new applicants.

Please contact the management office immediately at [Insert Phone Number] or [Insert Email Address] to confirm your intentions.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]