

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address/Suite Number]

[City, State, Zip Code]

RE: FINAL NOTICE - Lease Renewal for [Property Address]

Dear [Tenant Contact Person],

This letter serves as the final formal notice regarding the expiration of your lease agreement for the premises located at [Property Address], which is currently scheduled to terminate on **[Lease Expiration Date]**.

As of today, we have not received a signed renewal agreement or a formal notice of your intent to vacate. To ensure your continued occupancy and to avoid any disruptions to your business operations, please find the final proposed renewal terms below:

- **New Lease Term:** [Duration, e.g., 3 Years]
- **Commencement Date:** [Start Date]
- **New Monthly Base Rent:** \$[Amount]
- **Other Adjustments:** [Specify CAM, taxes, or insurance changes, if any]

Please be advised that if a signed renewal is not executed by **[Deadline Date]**, the following actions will occur:

1. The lease will transition to a month-to-month tenancy (if permitted) at a holdover rate of [Percentage, e.g., 150%] of the current rent.
2. We will begin marketing the space to prospective new tenants.
3. You will be required to vacate the premises by [Lease Expiration Date] as per the original agreement.

We value your tenancy and would like to continue our professional relationship. Please contact our office immediately at [Phone Number] or [Email Address] to confirm your intent or to request the final execution documents.

Sincerely,

[Your Name/Signature]

[Landlord/Property Management Company Name]

[Contact Information]