

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address]

Subject: URGENT: Lease Renewal Deadline Approaching

Dear [Tenant Name],

This is a follow-up to our previous notice regarding your lease agreement, which is scheduled to expire on [Lease End Date].

Our records indicate that we have not yet received your decision regarding the renewal of your lease. Please be advised that the deadline to submit your renewal intent is [Deadline Date].

If you wish to remain in the property, please sign and return the renewal documents by the date mentioned above. If we do not hear from you by the deadline, we will assume you intend to vacate the premises on the lease expiration date, and we will begin the process of re-listing the property.

Current Renewal Options:

- [Option 1: New Term Length / New Rent Amount]
- [Option 2: New Term Length / New Rent Amount]

Please contact us immediately at [Phone Number] or [Email Address] to confirm your plans or if you have any questions.

Sincerely,

[Your Name/Company Name]

[Your Contact Information]