

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Lease Expiration Date: [Insert Expiration Date]

Subject: FINAL NOTICE: Lease Renewal Offer

Dear [Tenant Name],

This is a final reminder regarding the upcoming expiration of your lease agreement on [Insert Expiration Date]. We have previously sent notifications regarding your renewal options, but we have not yet received a formal response from you.

To remain in the property, please select one of the following options by [Insert Deadline Date]:

- **Option 1: Renew the Lease.** Sign the attached renewal agreement for a new term of [Insert Term, e.g., 12 months] at a monthly rent of \$[Insert Amount].
- **Option 2: Month-to-Month Holdover.** If a new lease is not signed, your tenancy will convert to a month-to-month agreement at a rate of \$[Insert Amount] per month, effective [Insert Start Date].
- **Option 3: Vacate the Property.** If you do not intend to renew, please provide this office with a written 30-day notice to vacate and return the keys by [Insert Move-out Date].

Please note that if we do not hear from you by [Insert Deadline Date], we will assume you intend to vacate the premises, and we will begin marketing the property for new residents.

If you have already sent your renewal paperwork, please disregard this notice. Otherwise, please contact us immediately at [Insert Phone Number] or [Insert Email Address] to confirm your plans.

Sincerely,

[Your Name/Company Name]

[Your Contact Information]