

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: FINAL REMINDER - NOTICE OF LEASE EXPIRATION

Dear [Tenant Name],

This is a final reminder that your current lease agreement for the property located at [Property Address] is scheduled to expire on [Lease End Date].

To date, we have not received your formal response regarding your intent to renew. If you wish to remain in the premises, please review the renewal terms previously sent and return a signed copy of the new lease agreement by [Deadline Date].

Please be advised of the following options:

- **Renew Your Lease:** Sign and return the attached renewal agreement by [Deadline Date] to secure your current residency.
- **Vacate the Premises:** If you do not intend to renew, you must provide written notice of your intent to vacate and return all keys by [Lease End Date].

Failure to respond or sign a new lease by [Deadline Date] may result in the property being listed for rent to new prospective tenants, or your tenancy transitioning to a month-to-month arrangement at a rate of \$[Amount] per month, subject to local laws.

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

Sincerely,

[Your Name/Company Name]

[Your Title]

[Phone Number]