

FINAL REMINDER: LEASE RENEWAL NOTICE

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Address]

Dear [Tenant Name],

This is a final reminder regarding the upcoming expiration of your residential lease agreement on [Lease End Date]. As of today, we have not received your formal response regarding your intent to renew or vacate the premises.

Your Renewal Options:

- **Option 1: Renew the Lease.** The new monthly rent will be \$[New Rent Amount] effective [New Start Date]. Please sign the attached renewal agreement and return it by [Deadline Date].
- **Option 2: Vacate the Property.** If you do not wish to renew, you must provide written notice of your intent to vacate and return all keys by [Move-out Date].

Please be advised that failure to respond by [Deadline Date] may result in your lease transitioning to a month-to-month tenancy at a rate of \$[Holdover/Monthly Rate] or the initiation of the move-out process.

We value you as a tenant and hope you choose to stay. Please contact us immediately at [Phone Number] or [Email Address] to confirm your decision.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]