

Current Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Unit Number: [Insert Unit Number]

RE: FINAL NOTICE - LEASE RENEWAL OPPORTUNITY

Dear [Insert Tenant Name],

Our records indicate that your current lease agreement is scheduled to expire on [Insert Lease End Date]. This is our final follow-up regarding your residency at [Insert Property Address].

We would very much like to have you remain as a tenant; however, we have not yet received a signed renewal agreement from you. Please consider this your **last opportunity** to renew your lease before the unit is placed back on the market for new applicants.

Renewal Terms:

- New Lease Term: [Insert Duration, e.g., 12 Months]
- New Monthly Rent: \$[Insert Amount]
- Effective Date: [Insert Date]

If you wish to stay, please sign and return the attached renewal agreement or contact the leasing office by [Insert Deadline Date/Time]. After this deadline, we will begin marketing the unit to prospective tenants and your move-out process will be initiated for [Insert Lease End Date].

If you have already decided to vacate, please submit your formal written "Notice to Vacate" immediately if you have not done so already.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]

[Email Address]