

FINAL RENEWAL NOTICE

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Dear [Tenant Name],

This is a formal and final notice regarding the upcoming expiration of your lease agreement for the property located at the address above. Your current lease is scheduled to expire on **[Lease End Date]**.

We have previously contacted you regarding your intent to renew; however, we have not yet received a formal response or a signed renewal agreement.

Action Required:

If you wish to remain in the property, please select one of the following options and notify us by **[Deadline Date]**:

- Sign the attached renewal agreement for a new term of [Number] months at a monthly rate of \$[Amount].
- Notify us in writing of your intent to vacate the premises by [Lease End Date].

Please be advised that if we do not receive a response by the deadline mentioned above, we will assume you do not intend to renew. In such a case, you will be required to vacate the property by 11:59 PM on [Lease End Date].

If you have already sent your renewal documents, please disregard this notice.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

[Email Address]