

[Your Name/Company Name]
[Property Management Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

RE: FINAL REMINDER - LEASE EXPIRATION NOTICE

Dear [Tenant Name],

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

As of today, we have not received formal notification regarding your intent to renew or vacate. Please select one of the following options and notify us immediately:

- **Option 1: Lease Renewal.** If you wish to stay, please sign and return the attached renewal agreement by [Deadline Date].
- **Option 2: Vacating the Premises.** If you intend to move out, you must provide written notice and return all keys by [Time] on [Lease End Date].

Please be advised that if we do not receive a response by [Deadline Date], your lease may transition to a month-to-month tenancy at a rate of \$[Amount] per month, or we may begin the process of re-listing the unit for rent.

If you have already sent your notice or signed a new lease, please disregard this letter.

Please contact our office at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Name/Signature]
[Title/Property Manager]