

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number]

Lease Expiration Date: [Expiration Date]

Subject: FINAL NOTICE: Lease Renewal Offer

Dear [Tenant Name],

Our records indicate that your current lease agreement is scheduled to expire on [Expiration Date]. We have previously contacted you regarding your intentions to renew, but we have not yet received a signed agreement or a formal notice to vacate.

This is your **final notice** to renew your lease under the following terms:

- **New Lease Term:** [Number of Months] months
- **New Monthly Rent:** \$[Amount]
- **Effective Date:** [Start Date of New Lease]

Please select one of the following options by [Deadline Date]:

Option 1: Renew the Lease. Please sign the attached renewal agreement and return it to our office.

Option 2: Vacate the Property. If you do not intend to renew, please provide your written [Number]-day notice to vacate.

Failure to respond by [Deadline Date] may result in your lease converting to a month-to-month tenancy at a rate of \$[Amount] per month, or the initiation of the move-out process.

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

Sincerely,

[Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]