

Date: [Insert Date]

To: [Tenant Names]

Property Address: [Insert Full Property Address]

Subject: FINAL NOTICE: Upcoming Lease Expiration and Renewal Offer

Dear [Tenant Names],

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

We value your residency and would like to offer you the opportunity to renew your tenancy. Below are the terms for the new lease period:

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

If you wish to renew, please sign and return the attached renewal agreement by **[Insert Deadline Date]**. Failure to respond by this date may result in the property being listed for rent to new applicants, and you will be expected to vacate the premises by the current lease expiration date.

If you do not intend to renew your lease, please provide your formal written notice of intent to vacate by [Insert Date] as per the terms of your current agreement.

Should you have any questions regarding these terms, please contact us immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Contact Information]