

URGENT: FINAL LEASE RENEWAL NOTICE

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Lease Expiration Date: [Insert Date]

Dear [Tenant Name],

This is the final notice regarding the upcoming expiration of your lease agreement. Our records indicate that we have not yet received your signed renewal documents.

Renewal Terms:

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

Please be advised that your current lease expires on [Date]. If you wish to remain in the property, you must sign and return the renewal agreement no later than **[Insert Deadline Date]**.

Failure to respond by the deadline will result in the following:

- Your lease transitioning to a month-to-month status at a rate of \$[Amount] per month.
- The issuance of a formal Notice to Vacate.

If you intend to vacate the premises at the end of your current term, please submit your written notice immediately.

Please contact the management office at [Phone Number] or [Email Address] to finalize your documents today.

Sincerely,

[Landlord/Manager Name]

[Company Name]