

URGENT: FINAL NOTICE

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Subject: FINAL NOTICE - Lease Renewal Deadline

Dear [Tenant Name],

Our records indicate that we have not yet received a response regarding the renewal of your lease agreement for the property located at [Property Address], which is scheduled to expire on [Lease End Date].

This is your **FINAL NOTICE**. If you intend to remain in the premises, you must sign and return the renewal agreement by no later than [Deadline Date].

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

- Your lease will transition to a month-to-month tenancy at a rate of \$[Amount] per month.
- We may begin the process of marketing the property to new prospective tenants.
- You may be required to vacate the premises by [Move-out Date].

Please contact the management office immediately at [Phone Number] or [Email Address] to confirm your intentions or to sign the necessary documents.

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

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]