

URGENT: LEASE RENEWAL EXPIRATION NOTICE

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

Dear [Tenant Name],

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

According to our records, we have not yet received a formal written notice regarding your intent to renew or vacate the premises. Please be advised that the deadline to submit your renewal election is **[Deadline Date]**.

Please select one of the following options:

- **Option 1: Renew the Lease.** Please contact the management office immediately to sign the new lease agreement for the term beginning [New Start Date].
- **Option 2: Vacate the Property.** If you do not intend to renew, you must submit a formal "Notice to Vacate" by [Deadline Date] and ensure the premises are surrendered by [Lease End Date].

Failure to respond by the deadline may result in the following actions as per your current lease agreement:

- Automatic conversion to a month-to-month tenancy at an increased rental rate of [New Amount].
- Requirement to vacate the premises upon the expiration date.
- Potential legal action or holdover penalties.

Please contact the leasing office at [Phone Number] or [Email Address] immediately to confirm your intentions and avoid any lapse in your tenancy.

Sincerely,

[Your Name/Landlord Name]

[Management Company Name]

[Contact Information]