

DATE: [Current Date]

TO: [Tenant Name]

ADDRESS: [Property Address/Unit Number]

RE: FINAL NOTICE - LEASE RENEWAL EXPIRATION

Dear [Tenant Name],

This letter serves as a final formal notice regarding the expiration of your current lease agreement, which is scheduled to end on **[Lease End Date]**.

To date, we have not received your signed renewal agreement or a formal written notice of your intent to vacate the premises. Please be advised that this is your final opportunity to secure your tenancy for the upcoming term.

Action Required:

You must complete one of the following actions by **[Deadline Date]**:

- Sign and return the attached Lease Renewal Agreement.
- Submit a formal written "Notice to Vacate" if you do not intend to stay.

Consequences of Non-Action:

Failure to respond by the deadline stated above may result in the following:

- Your lease converting to a Month-to-Month tenancy, which may include a monthly surcharge of \$[Amount].
- The issuance of a Notice to Quit or an Order to Vacate at the end of your current term.
- The property being listed as available for rent to new prospective tenants.

If you have already sent your renewal documents, please disregard this notice and contact our office to confirm receipt.

Sincerely,

[Landlord/Manager Name]

[Management Company Name]

[Phone Number]

[Email Address]