

## **URGENT: IMMEDIATE ACTION REQUIRED**

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Address]

Dear [Tenant Name],

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

To ensure continued residency and to avoid any lapses in your tenancy, we require you to take immediate action regarding your renewal options. Please review the following terms for the upcoming term:

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

Please notify us of your intent to renew by signing the attached renewal agreement and returning it to our office no later than **[Deadline Date]**.

Failure to respond by the deadline may result in the property being listed for rent to new applicants or the transition of your lease to a month-to-month agreement at a higher rate of \$[Insert Amount] per month.

If you do not intend to renew, please submit your formal written "Notice to Vacate" by the date mentioned above.

If you have any questions, please contact the management office immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name]