

URGENT: LEASE EXPIRATION NOTICE

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Property Address]

Dear [Tenant Name],

This is an urgent reminder that your current lease agreement for the property listed above is scheduled to expire on **[Lease End Date]**.

As of today, we have not received your signed renewal agreement or a formal notice of your intent to vacate. To avoid any lapse in your tenancy or the automatic conversion of your lease to a month-to-month status (which may include a significant rent increase), you must take action immediately.

Your Options:

- **Option 1: Renew Your Lease.** Please sign and return the attached renewal offer by [Deadline Date] to lock in your rate for another term.
- **Option 2: Intent to Vacate.** If you do not plan to renew, you must submit a written notice to vacate by [Deadline Date] in accordance with your current contract.

Failure to respond by **[Deadline Date]** will result in the following actions: [Insert consequences, e.g., legal holdover status, daily fees, or eviction proceedings].

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

Please contact us immediately at [Phone Number] or [Email Address] to finalize your status.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]