

**URGENT: ACTION REQUIRED BY [Insert Date]**

Date: [Insert Today's Date]

To: [Tenant Name(s)]

Property Address: [Insert Property Address]

Subject: URGENT - Expiration of Tenancy Renewal Offer

Dear [Tenant Name],

We are writing to you regarding the upcoming expiration of your current lease agreement on [Insert Lease End Date].

Our records indicate that we have not yet received your signed renewal agreement or a formal notice of your intent to vacate. Please be advised that the offer to renew your tenancy is set to expire on **[Insert Deadline Date]**.

If we do not receive your confirmation by this deadline, we will assume you do not intend to renew. Consequently, we may begin the process of marketing the property to new prospective tenants, and your tenancy may transition to a periodic (month-to-month) agreement at a rate of [Insert Monthly Amount] or be subject to termination.

**Please take one of the following actions immediately:**

- Sign and return the attached renewal agreement.
- Contact our office at [Insert Phone Number] to discuss your intentions.
- Submit your formal written notice to vacate if you do not plan to stay.

We value your residency and hope to continue having you as a tenant. Please treat this matter with the highest priority to avoid any lapse in your housing agreement.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]