

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: FINAL NOTICE - Lease Renewal Offer for [Property Address]

Dear [Tenant Name],

This is a final reminder that your fixed-term lease for the property located at [Property Address] is scheduled to expire on [Lease End Date].

We previously sent notices regarding your renewal options on [Date of First Notice] and [Date of Second Notice]. As of today, we have not received your formal decision.

Your Renewal Options:

- **Option 1: Renew for a New Fixed Term.** You may renew your lease for an additional [Number] months at a monthly rent of \$[Amount].
- **Option 2: Month-to-Month Agreement.** If permitted, you may transition to a month-to-month lease at a monthly rent of \$[Amount].
- **Option 3: Vacate the Premises.** You must provide written notice of your intent to move out by [Lease End Date].

Please be advised that if we do not receive a signed renewal agreement or a written notice of intent to vacate by [Deadline Date], we will assume you intend to vacate the property on the lease expiration date, and we will begin marketing the unit for new tenants.

To confirm your renewal, please sign the attached lease agreement and return it to our office no later than [Time] on [Deadline Date].

If you have already sent your renewal paperwork, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title, e.g., Property Manager/Landlord]