

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

[Date]

[Tenant's Name]
[Tenant's Company Name]
[Property Address]
[City, State, Zip Code]

RE: FINAL REMINDER - Notice of Lease Expiration and Renewal Option

Dear [Tenant's Name],

This letter serves as a final formal reminder regarding the expiration of your commercial lease for the premises located at [Property Address], which is scheduled to terminate on [Lease End Date].

As per the terms of your lease agreement dated [Original Lease Start Date], any intent to exercise your option to renew must be submitted in writing no later than [Deadline Date]. To date, we have not received your formal notification regarding your intent to stay or vacate.

If we do not receive a written response from you by [Deadline Date], we will proceed under the assumption that you do not intend to renew the lease. In this event:

- The lease will terminate on [Lease End Date].
- We will begin marketing the space to prospective tenants immediately.
- You will be required to vacate the premises and return the keys by [Time] on [Lease End Date].

We value your tenancy and would like to continue our professional relationship. If you wish to discuss new lease terms or have already sent your notice, please contact our office immediately at [Your Phone Number].

We look forward to hearing from you regarding your decision.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]