

[Landlord/Property Manager Name]  
[Address]  
[City, State, Zip Code]  
[Date]

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

**RE: FINAL REMINDER - Lease Renewal for [Property Address]**

Dear [Tenant Name],

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

To date, we have not received a response regarding your intent to renew. To remain in the premises, please select one of the following options and notify us by [Deadline Date]:

- **Option 1: Renew the Lease.** We are offering a new lease term of [Number] months at a monthly rent of \$[Amount]. Please sign the attached renewal agreement.
- **Option 2: Move Out.** If you do not wish to renew, you must provide written notice of your intent to vacate and return all keys by [Move-out Date].

Please be advised that if we do not receive your signed renewal or a formal notice to vacate by [Deadline Date], your tenancy will [revert to a month-to-month status at a rate of \$Amount / be subject to termination].

Please contact our office immediately at [Phone Number] or [Email Address] to confirm your decision.

Sincerely,

[Your Name/Signature]  
[Property Management Company Name]