

Date: [Insert Date]

Property Owner Name: [Insert Owner Name]

Property Address: [Insert Property Address]

Permit Number: [Insert Permit Number]

**Subject: FINAL REMINDER: Short-Term Rental Policy Renewal**

Dear [Insert Owner Name],

This is a final notice regarding the renewal of your short-term rental permit for the property listed above. Our records indicate that your current permit is set to expire on **[Insert Expiration Date]**, and we have not yet received your renewal application or payment.

To continue operating your property as a short-term rental without interruption, you must complete the renewal process by **[Insert Deadline Date]**. Failure to renew by this date will result in the following:

- Immediate expiration of your rental permit.
- Removal of your property listings from all rental platforms.
- Potential fines and penalties for unauthorized short-term rental activity.
- Requirement to re-apply as a new applicant, subject to current availability and waitlists.

**How to Renew:**

Please visit [Insert Website Link] to submit your renewal form and pay the required fee of [Insert Amount]. You will need your Permit Number and [Insert Any Other Required Info] to log in.

If you have already submitted your renewal, please disregard this notice. If you have decided not to renew your permit, please notify our office in writing immediately so we can update our records.

If you have any questions, please contact the [Insert Department Name] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Organization/City Name]