

Date: [Insert Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: FINAL REMINDER: Lease Renewal and Rent Increase

Dear [Tenant Name],

This is a final reminder regarding the upcoming expiration of your lease agreement on [Lease End Date]. We previously sent notices on [Date of First Notice] and [Date of Second Notice] regarding the terms for your lease renewal.

As stated in the previous correspondence, your rent will increase to \$[New Rent Amount] per month, effective [Start Date of New Lease].

To date, we have not received your signed renewal agreement. To maintain your residency and avoid the transition to a month-to-month tenancy (which may include additional surcharges) or the initiation of move-out procedures, please take action immediately.

Please choose one of the following options by [Deadline Date]:

- Sign and return the attached Lease Renewal Agreement.
- Submit a formal written notice of your intent to vacate by [Move-out Date].

If we do not hear from you by [Deadline Date], we will assume you do not intend to renew, and we will begin the process of re-listing the property for lease.

Please contact the management office at [Phone Number] or [Email Address] if you have any questions or if you have already sent the documents.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]