

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

Notice for Lease Amendment

To date we have not received your lease amendment back in order to renew it for another year starting on _____.

This is to notify you that if the forms that were sent to you are not returned to «mgmt_company» by «today_plus_6», we will assume that you do not intend to renew your lease and that your current lease will be terminated as of «lease_end_date».

We sincerely hope that this is an oversight on your part and we hope that we hear from you soon. If you have misplaced this document, please contact the office and another one will be generated for your signature.

If you have any questions about this letter, contact the office.

Sincerely,

«mgmt_company»