

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

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Lease Renewal Ultimatum

I hope this letter finds you well. I am writing to formally address the upcoming expiration of my lease for [Property Address], which is set to end on [Lease End Date].

Given the current circumstances and the importance of planning for my housing needs, I am requesting confirmation regarding the renewal of my lease. If we are to proceed with a renewal, I'd like to discuss the terms and any adjustments to the rental agreement.

Please provide your response by [Specific Deadline Date], as I need to make arrangements accordingly. If I do not hear back from you by that date, I will assume you do not wish to renew the lease, which may necessitate my search for alternative housing.

I appreciate your prompt attention to this matter and look forward to your reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]