

[Date]
[Client Name]
[Property Address]

Subject: Important: Staging Contract Expiration and Action Required

Dear [Client Name],

This letter is to inform you that the initial staging contract for the property located at [Property Address] is set to expire on [Expiration Date].

To ensure the property remains market-ready or to facilitate the return of our inventory, please select one of the following options by [Decision Deadline Date]:

Option 1: Renewal

Extend the staging period for an additional [Number] days. The renewal fee is \$[Amount]. Please sign the attached extension agreement to proceed.

Option 2: Removal

Schedule the de-staging and removal of all furniture and decor. Our team is available on [Date] at [Time]. Please confirm if this slot works for you.

Please note that if we do not receive a response by the deadline, the contract will automatically transition to a [Weekly/Monthly] renewal rate of \$[Amount] to prevent unauthorized possession of the inventory.

We look forward to hearing from you and continuing to support the sale of your property.

Best regards,

[Your Name]
[Your Company Name]
[Phone Number]
[Email Address]