

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Property Address]

RE: NOTICE OF HOLDOVER STATUS AND GRACE PERIOD

Dear [Tenant Name],

This letter serves as formal notification that your lease agreement for the property located at [Property Address] expired on [Lease End Date]. As of [Date After Lease Expiration], you are currently in "holdover" status.

Our records indicate that you have not yet vacated the premises or signed a formal lease renewal. Please be advised that we are granting you a **grace period of [Number] days** to rectify this situation.

The grace period will expire on: **[Grace Period End Date]**

During this period, you are required to do one of the following:

- Vacate the property and return all keys to the management office.
- Contact us immediately at [Phone Number/Email] to execute a new lease agreement or month-to-month extension.

Please be aware that if you remain in possession of the property after the grace period expires without a signed agreement, we reserve the right to initiate legal eviction proceedings and/or charge holdover rent at a rate of [Amount] per day/month as permitted by law and your previous lease terms.

We look forward to your prompt cooperation in this matter.

Sincerely,

[Landlord/Manager Name]
[Company Name, if applicable]
[Contact Information]