

Lease End Confirmation

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Tenant Address: [Insert Tenant Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Tenant Name],

This letter is to confirm the conclusion of your lease agreement for the property located at [Insert Property Address], which is set to end on [Insert Lease End Date].

Please ensure that the property is vacated by the lease expiration date, and all keys are returned to our office. A final inspection will be conducted on [Insert Inspection Date].

If you have any questions or need further assistance, feel free to reach out to us at [Insert Contact Information].

Thank you for your tenancy, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]