

# Notification of Lease Ending

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a formal notification that your lease for the property located at [Property Address] is set to end on [Lease End Date].

As per the terms of the lease agreement, we would like to remind you of the following:

- Please ensure that the property is vacated by [Lease End Date].
- All keys must be returned to the management on or before the lease end date.
- Kindly schedule a walkthrough inspection on a mutually convenient date prior to your departure.
- Any security deposit refunds will be processed following the inspection.

If you intend to renew your lease or have any questions regarding the leasing process, please do not hesitate to contact us.

Thank you for being a valued tenant. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Property Management Company Name]