

Advance Notice of Lease Expiration

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter serves as your official advance notice that your lease for the property at [Property Address] is set to expire on [Lease Expiration Date].

Please take note that you have [Number of Days] days from the expiration date to vacate the premises unless you decide to renew your lease agreement.

If you wish to discuss lease renewal options or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]

[Your Contact Information]