

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]

Dear [Tenant's Name],

This letter serves as a formal notification that your lease for the property located at [Property Address] will be expiring on [Lease Expiration Date]. As specified in the lease agreement, please review the options regarding renewal or vacating the premises.

If you wish to renew your lease, please contact me by [Response Deadline Date]. If you do not intend to renew, kindly ensure that all personal belongings are removed by the expiration date. An inspection will be scheduled for [Inspection Date] to assess the condition of the property.

Thank you for being a valued tenant. If you have any questions or concerns, please feel free to reach out.

Sincerely,
[Your Name]
[Your Title/Position]