

# Lease Ending Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

## **Subject: Confirmation of Lease Ending**

Dear [Landlord's Name],

This letter is to confirm that my lease for the property located at [Property Address] is set to end on [Lease End Date]. I would like to confirm my intent to vacate the premises by this date.

Please let me know if there are any necessary procedures or inspections you would like to schedule prior to my move-out.

Thank you for your attention to this matter. I appreciate your cooperation.

Sincerely,

[Your Name]