

Notice for Lease Agreement Review

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice for the upcoming review of your lease agreement for the property located at [Property Address]. We request you to be available for this review on [Insert Date and Time].

During this meeting, we will discuss the terms of your lease, any necessary amendments, and address any concerns you may have.

Please confirm your availability for this date. If you have any questions or need to reschedule, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]