

Notice of Lease Ending

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] will be ending on [Lease End Date].

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

- Your final date of tenancy will be [Lease End Date].
- Please ensure that all keys are returned by this date.
- Final inspections will be scheduled for [Inspection Date].

If you intend to renew your lease or have any questions regarding the move-out process, please contact us at your earliest convenience.

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]