

Final Lease Term Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. As we approach the end of your lease term for the property located at [Property Address], we would like to confirm the details regarding the final lease term.

Your lease is set to expire on [Lease Expiration Date]. In accordance with our previous discussions, we would like to remind you of the following key points:

- Final Rent Payment Due: [Due Date] - [Amount]
- Move-out Inspection: Scheduled for [Date and Time]
- Return of Security Deposit: [Details on eligibility for deposit return]

Please ensure that all items are taken care of prior to the expiration of your lease. Should you have any questions or require further assistance, feel free to reach out.

Thank you for your cooperation throughout your tenancy.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]