

# Notice of Lease Expiration

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice that your lease for the property located at [Property Address] will expire on [Lease Expiration Date].

Please ensure that you vacate the premises by the expiration date unless you have communicated your intent to renew the lease.

If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company (if applicable)]

[Your Address]