

Rental Agreement Termination Reminder

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Subject: Reminder - Termination of Rental Agreement

Dear [Tenant's Name],

This letter serves as a reminder regarding the upcoming termination of your rental agreement for the property located at [Property Address]. According to our records, your lease is scheduled to end on [Lease End Date].

Please ensure that you have completed all necessary preparations for vacating the property by the specified date. Additionally, kindly remember to return all keys and settle any outstanding dues before leaving.

If you have any questions or need further assistance, feel free to reach out to me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]