

Tenancy Lease Expiration Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter is to formally notify you that your tenancy lease for the property located at [Property Address] is set to expire on [Lease Expiration Date].

Please review the terms of your lease regarding renewal or vacating the premises. We would appreciate your communication by [Insert Date] to inform us of your plans moving forward.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]