

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Notice of Lease Expiration

Dear [Tenant's Name],

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

Please be advised of the following:

- Any end-of-lease inspections will be scheduled for [Inspection Date].
- You are required to return all keys and access devices on or before your lease expiration date.
- If you wish to renew your lease, please contact us by [Renewal Decision Date].

Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Property Management Company Name]