

# Notice of Lease Signing Schedule

Dear [Tenant's Name],

We are pleased to inform you that your lease signing has been scheduled as follows:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please ensure that you have all necessary documentation ready for the signing, including identification and any required deposit.

If you have any questions or need to reschedule, please contact us at [Insert Contact Information].

Thank you for your attention, and we look forward to seeing you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]