

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: [Notice of Termination/Renewal/Other]

I hope this letter finds you well.

This letter serves as a formal notice regarding [specify the purpose: lease termination, renewal, rent increase, etc.]. As per our lease agreement dated [insert lease start date], I am [explain the action, e.g., terminating your lease, proposing renewal terms, informing of a rent increase, etc.].

[Provide additional details regarding the notice, such as the last date of tenancy, terms of renewal, or specifics about the rent increase.]

Please ensure that you [state any required actions, such as vacating the property by a specific date, signing a renewal agreement, etc.]. If you have any questions or wish to discuss this matter further, feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Title/Position, if applicable]