

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

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

Subject: XDP Notice for Tenant Lease Agreement

Dear [Tenant's Name],

This letter serves as an XDP notice regarding your current lease agreement for the property located at [Property Address].

As per the lease agreement dated [Lease Start Date], the following terms are applicable:

1. Rent Amount: [Rent Amount]
2. Due Date: [Due Date]
3. Duration of Lease: [Lease Duration]

Please be advised that [specific changes, notifications, or reminders related to the lease agreement].

For any questions or concerns, feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Signature]