

[Your Name or Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Subject: Lease Agreement Notice

Dear [Tenant's Name],

This letter serves as a formal notice regarding your lease agreement for the property located at [Property Address].

[Insert specific details about the notice - e.g., rent increase, lease renewal, upcoming inspections, termination of lease, etc.]

Please take note of the key dates and any actions required from your side:

- [Date/Action Item 1]

- [Date/Action Item 2]

- [Date/Action Item 3]

If you have any questions or concerns, feel free to reach out via the contact information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title or Position]

[Company Name, if applicable]