

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

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

Subject: Notice of Expiration of Lease Agreement

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a formal notice regarding the expiration of our lease agreement for the property located at [Property Address], which is set to end on [Lease Expiration Date]. As stipulated in our lease agreement, I wanted to provide you with advance notice and discuss the next steps regarding the conclusion of our lease.

Please let me know if you would like to arrange a walkthrough of the property or if there are any necessary procedures you would like me to follow as we approach the lease's expiration.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]