

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number]

City, State, Zip: [City, State, Zip Code]

Subject: Confirmation of Final Lease Expiration Date

Dear [Tenant Name],

This letter serves as formal confirmation that your lease agreement for the property located at [Property Address] will expire on [Final Date of Lease].

As per the terms of your agreement, this lease will not be renewed, and the premises must be vacated no later than [Time, e.g., 11:59 PM] on the expiration date mentioned above.

Please ensure the following actions are completed by the expiration date:

- Removal of all personal belongings and trash.
- Cleaning of the premises to the standard required by the lease.
- Return of all keys, fobs, and garage openers to [Location/Person].
- Provision of your forwarding address for the processing of your security deposit.

A move-out inspection is scheduled for [Date] at [Time]. Please let us know if you would like to be present.

If you have any questions regarding the move-out process, please contact [Contact Name] at [Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Company Name]