

LETTER TO VACATING TENANT

DATE:

TO:

Dear _____,

This letter is to remind you that your ☐ lease ☐ oral rental agreement will expire on _____.
Please be advised that we do not intend to renew or extend it.

The keys should be delivered to us at the address below on or before the end of the lease, along with your forwarding address. We will inspect the premises for damages, deduct any amounts necessary for repairs, and refund any remaining balance as required by law.

Sincerely,

Address:

Phone: