Letter to Notify End of Rental Agreement

[Your Name]

[Address]

[Letter Date]

[Recipient’s Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

Hope you're doing fine. I'm writing to you to inform you that the rental agreement that we had signed two years ago on [enter date] is ending in two months. As per the contract, I was to inform you well before the ending date so that you could look for another place. You also requested for this reminder twice, therefore, I am writing to you this notification letter. Kindly evacuate the house before [enter date] which is the end date of the agreement. The advance that you had paid at the time of agreement will be returned to you after my examination of the house. You have been a good tenant and kept paying your rent in time for which I want to thank you. I also want to inform you that I have no prospective tenants at the moment so if you wish to make another contract with me; I am perfectly okay to sign another. Kindly try to make a prompt response. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-