

First Class and Certified Mail

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»,

In accordance with the terms of your lease, we are providing you with a sixty (60+) days notice that your lease will not be renewed after its expiration on «lease_end_date».

It will be necessary for you to notify the office to arrange for a move out inspection to be performed when you have vacated the apartment.

If you have any questions regarding this matter, please contact this office.

Sincerely,

«rental_agent»
«mgmt_company»