

60-Day Notice Reminder – Template

[Property Address]

[City, State, Zip]

[Today's Date]

Hi [Name of Resident],

Thank you for being a valued resident at [Property Address].

This is a friendly reminder that your lease is scheduled to end on [Lease Expiration Date]. As per your lease agreement, you must give written notice at least 60 days before your lease ends if you do not intend to renew. If you are interested in renewing your lease, please let me know before [60-Day Notice Date].

Should you have any further questions regarding the contents of this letter, please do not hesitate to reach out.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Phone Number or Email]



Different states and municipalities may have different policies regarding apartment and renter communications. Be sure to research and amend any necessary clauses to provided templates in accordance with local laws.

© 2024 CoStar Group. All Rights Reserved.