[Print on La_____ert Address]

<<Tenant's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<   >>,

Lease – <<address of premises>>
End of lease term

[Further to our recent discussions**]** _____ our Lease expires on <<date>>. As the Lease is excluded from the pro_____ and Tenant Act 1954, you have no right to remain in the property after _____

I am/the Landlord is willing to enter _____ grant of a new lease to take effect when the current Lease expires. If _____, I should be grateful if you would contact me as soon as possible to _____

If you do not wish to renew your L_____ e property by <<date as above>>. The Lease sets out the steps you r_____ e term, including the state in which the premises must be left. Please e_____ th these requirements.

[According to my records, rent of £_____ ase arrange for this sum to be paid immediately.**]**

Yours sincerely,

On behalf of <<Insert Landlord's na_____