

[Print on Letterhead - Insert Address]

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

<<Date>>

Dear << >>,

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

[Further to our recent discussions] the Lease is excluded from the protection of the Landlord and Tenant Act 1954, you have no right to remain in the property after the end of the term.

Unfortunately, [as we discussed,] we are unable to offer you a renewal of the Lease. You must therefore vacate the premises by the end of the term.

The Lease sets out the steps you must follow when vacating the premises. Please ensure you comply with these requirements.

[According to my records, rent of £<<rent>> is due immediately.]

Yours sincerely,

On behalf of <<Insert Landlord's name>>

S

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our Lease expires on <<date>>. As

able to offer you a renewal of the

the term, including the state in which

please arrange for this sum to be paid