Lease Termination

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Dear _____,

This letter is to information you that your lease agreement, executed on _____ has been expired and shall terminate effectively on _____.

You are to remove all your personal property out of the lease premises on or before _____.

If you are unable to remove all your personal property on or before the specified date, please contact us for a possible extension. Any personal property left behind without proper arrangements for removal will be deemed as Landlord's property and Landlord shall dispose such property without any liability to you.

Thank you for your attention in this matter.

Sincerely,

_____

_____

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