

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: NOTICE OF EXPIRATION: Trading Space for Freedom Agreement

Dear [Recipient Name],

This letter serves as formal notification that the "Trading Space for Freedom" agreement regarding [Description of Property/Space], dated [Start Date of Agreement], has officially expired as of [Expiration Date].

According to the terms of our original arrangement, the temporary use of this space was granted in exchange for [Specific Conditions/Actions]. As the agreed-upon timeframe has now concluded, the following actions are required:

- Vacate the premises or return control of the space by [Deadline Date].
- Ensure all personal belongings and equipment are removed.
- Restore the space to its original condition, as specified in the agreement.

Please note that any continued occupancy or use of the space beyond [Deadline Date] will be considered unauthorized and may result in further action.

If you wish to discuss a renewal or a new arrangement, please contact me immediately at [Phone Number] or [Email Address]. Otherwise, we expect the space to be cleared by the date mentioned above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]