

[Date]

[Client Name]

[Property Address]

[City, State, Zip Code]

Subject: Notice of Expired Staging Agreement and Furniture Removal

Dear [Client Name],

This letter serves as a formal notification that the home staging agreement for the property located at [Property Address] expired on [Expiration Date].

As per the terms of our contract, we have scheduled the removal of all staging furniture and accessories. Our moving team is confirmed to arrive at the property on:

Date: [Removal Date]

Time Window: [Start Time] to [End Time]

Please ensure that the property is accessible to our team during this time. If the property uses a lockbox, please confirm that the code provided previously is still active. If there are any specific access instructions or if you need to reschedule, please contact us no later than [Deadline Date/Time] to avoid additional storage or trip fees.

We hope the staging assisted in the marketing of your home. Thank you for choosing [Your Company Name].

Sincerely,

[Your Name/Signature]

[Your Company Name]

[Phone Number]

[Email Address]