

[Your Name/Company Name]
[Your Address]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address]

RE: Notice of Staging Agreement Expiration - [Property Address]

Dear [Client Name],

This letter is to formally notify you that the staging agreement for the property located at [Property Address], dated [Start Date], is scheduled to expire on [Expiration Date].

As per our agreement, we will need to coordinate the removal of all staging inventory. Please let us know which of the following options you prefer:

- **De-staging:** We will schedule a time to remove all furniture and decor on or before [Removal Date].
- **Renewal:** If you wish to extend the staging period on a month-to-month basis, please contact us by [Deadline Date] to sign an extension addendum.

Please contact our office at [Phone Number] by [Date] to confirm the final arrangements. If we do not hear from you by this time, we will proceed with the scheduled de-staging on [Date].

It has been a pleasure assisting you with the presentation of your home. We wish you the best of luck with your property sale.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]