

[Your Name or Company Name]
[Your Address]
[City, State ZIP]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address]
[City, State ZIP]

Subject: Expired Listing Agreement Notification

Dear [Client Name],

We are writing to inform you that the listing agreement for your property located at [Property Address] has expired as of [Expiration Date]. As a result, we are no longer authorized to market or represent your property under the terms of the previous agreement.

If you wish to discuss renewing your listing or have any questions regarding this matter, please feel free to contact us at your convenience. We appreciate the opportunity to have represented you and are available to assist with any future real estate needs.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]