

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Property Address]

Dear [Tenant Name],

This letter serves as formal notice that your current lease agreement for the property located at [Full Property Address] will not be renewed.

Your lease is scheduled to expire at [Time, e.g., 11:59 PM] on [Lease End Date]. You are required to vacate the premises and return all keys by this time.

Please ensure that the property is left in a clean condition and that all personal belongings are removed. We will conduct a final move-out inspection on [Inspection Date/Time] to determine the status of your security deposit.

Your security deposit, minus any applicable deductions for damages or unpaid charges, will be returned to you within [Number of Days] days. Please provide your new forwarding address below:

Forwarding Address: \_\_\_\_\_

If you have any questions regarding the move-out process, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord or Property Manager Name]

[Signature]