

Date: [Current Date]

To: [Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Re: Notice of Intent to Vacate and Non-Renewal of Lease

Dear [Landlord's Name],

This letter serves as formal notice that I will not be renewing my lease for the property located at:

[Your Rental Address]

My current lease is scheduled to expire on [Lease End Date]. I will be vacating the premises on or before this date.

Please let me know the process for returning the keys and performing a final walkthrough of the unit. I will ensure the property is left clean and in good condition, as per the terms of our agreement.

Regarding my security deposit, please send the refund to my new forwarding address:

[Your New Forwarding Address]

[City, State, Zip Code]

If you have any questions, you can reach me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]