

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]
[Date]

[Tenant's Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant's Name],

This letter is to formally notify you that your current lease agreement for the property located at [Property Address] will not be renewed. Your lease is scheduled to expire on [Lease End Date].

In accordance with the terms of your lease agreement and local laws, you are required to vacate the premises by [Move-out Date/Time].

Before your departure, please ensure the following:

- All personal belongings are removed from the property.
- The unit is cleaned and returned in the condition it was received.
- All keys and access devices are returned to [Location/Person].

Regarding your security deposit, it will be handled according to the terms of your lease and state law. Please provide your forwarding address below for the delivery of the deposit or any relevant itemized statements.

Forwarding Address:

If you have any questions regarding the move-out process or would like to schedule a final inspection, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord's Signature]
[Landlord's Printed Name]