

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number, City, State, Zip Code]

Dear [Tenant Name],

This letter serves as formal notification that your current fixed-term lease agreement for the property located at [Property Address] will expire on [Lease End Date].

Please be advised that the lease will not be renewed or extended. You are required to vacate the premises and return all keys no later than [Time, e.g., 11:59 PM] on [Lease End Date].

Before moving out, please ensure the following:

- The unit is clean and all personal belongings are removed.
- All utilities are paid in full and scheduled for disconnection or transfer.
- Your forwarding address is provided to the landlord for the return of your security deposit.

The security deposit will be processed and returned in accordance with the terms of your lease and local laws, minus any applicable deductions for damages beyond normal wear and tear.

A move-out inspection is scheduled for [Date] at [Time]. Please contact [Landlord Name/Phone Number] if you need to reschedule this inspection.

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]