

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

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

RE: NOTICE OF NON-RENEWAL OF LEASE FOR OWNER OCCUPANCY

Dear [Tenant's Name],

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

Your current lease is scheduled to expire on [Lease End Date]. Please be advised that you are required to vacate the premises no later than [Move-out Date/Time].

The reason for this non-renewal is that I, as the owner of the property, intend to occupy the unit as my primary residence starting on [Owner Move-in Date].

Prior to your departure, we will need to schedule a final walk-through inspection to assess the condition of the property. Please contact me to arrange a convenient time for this. Regarding your security deposit, it will be returned to you in accordance with the terms of our lease agreement and local laws, minus any necessary deductions for damages or unpaid fees.

Please provide your new forwarding address below or via email to ensure the timely return of your deposit and any future correspondence.

Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]