

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Non-Renewal of Lease and Relocation Requirement

Dear [Tenant Name],

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

In accordance with the terms of your lease and local regulations, you are required to vacate the premises and complete your relocation no later than 11:59 PM on [Move-Out Date].

Reason for Non-Renewal: [Optional: State reason, e.g., Sale of property, major renovations, or owner move-in].

Relocation Assistance: [Specify if relocation payments or assistance will be provided, or delete if not applicable].

Move-Out Requirements:

- Remove all personal belongings and trash.
- Clean the unit to the standard required by the lease.
- Return all keys and access devices to [Location/Person].
- Provide a forwarding address for the security deposit return.

A move-out inspection will be conducted on [Date/Time]. Please contact me at [Phone Number] or [Email] to confirm this appointment or to discuss any questions regarding your relocation.

Sincerely,

[Landlord/Property Manager Signature]
[Printed Name]