

**Date:** [Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Property Address, including Unit #]

Dear [Tenant Name],

Please be advised that your current lease agreement for the property located at the address listed above will expire on [Lease End Date].

This letter serves as formal notice that I do not intend to renew or extend your lease agreement. Therefore, your tenancy will terminate at 11:59 PM on [Lease End Date].

You are required to vacate the premises, remove all personal belongings, and return all keys to the landlord by the termination date mentioned above. Please ensure the property is left in a clean condition, consistent with the move-in inspection, to facilitate the return of your security deposit.

Details regarding the final inspection and the return of your security deposit will be sent to you shortly. Please provide your forwarding address below or via email for the return of any eligible funds.

Forwarding Address: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[Landlord or Property Manager Signature]

[Landlord or Property Manager Printed Name]

[Phone Number]

[Email Address]