

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Tenant's Name]

[Tenant's Address]

[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].

Please consider this letter as official notice to vacate the premises by [Move-out Date/Time]. According to the terms of your lease agreement, you must remove all personal belongings and return the keys to [Location/Person] no later than this date.

Before your departure, please ensure the following:

- The unit is cleaned and free of all trash/debris.
- All repairs for damage beyond normal wear and tear are addressed.
- Your forwarding address is provided for the return of your security deposit.

An inspection of the property will be conducted on [Date/Time] to determine the status of your security deposit. The deposit, minus any lawful deductions, will be mailed to your new address within [Number] days as per state law.

If you have any questions regarding the move-out process, please contact me at [Phone Number] or [Email].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]