

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Address]

Dear [Tenant Name],

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

Before your departure, please ensure the following:

- All personal belongings are removed from the property.
- The unit is cleaned to the standard specified in your lease agreement.
- All utilities are handled according to the terms of your lease.
- A forwarding address is provided for the processing of your security deposit.

A move-out inspection has been scheduled for [Insert Date] at [Insert Time]. Please let me know if you are available to attend.

The security deposit will be returned, minus any lawful deductions, to your new address within [Insert Number of Days] days, as per local regulations.

If you have any questions, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Landlord Name]

[Your Contact Information]