

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Notice of Non-Renewal of Lease and Notice to Vacate

Dear [Tenant Name],

This letter serves as formal notice that your current lease agreement for the property located at [Property Address], which began on [Lease Start Date], will not be renewed. Your lease is scheduled to expire at the end of the term on [Lease Expiration Date].

This decision is due to [Reason for Relocation/Non-Renewal, e.g., planned renovations, owner moving back in, or sale of the property].

You are required to vacate the premises and return all keys by 11:59 PM on [Lease Expiration Date]. Please ensure that the property is left in a clean condition and free of all personal belongings and trash.

Regarding your security deposit of \$[Amount]: A final inspection will be conducted after you vacate. The deposit, minus any lawful deductions for damages beyond normal wear and tear, will be mailed to your new address within [Number of Days] days as per your lease agreement and state law.

Please provide your new forwarding address below:

Forwarding Address: _____

If you have any questions regarding the move-out process or would like to schedule a preliminary inspection, please contact me at [Phone Number] or [Email Address].

Thank you for your cooperation during this transition.

Sincerely,

[Landlord/Property Manager Name]

[Signature Field]

[Contact Information]