

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Property Address and Unit Number]

Dear [Tenant Name],

This letter serves as formal notice 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].

In accordance with the terms of your lease agreement and local laws, this notice provides you with thirty (30) days to vacate the premises. You are required to move out of the property no later than midnight on [Last Day of Lease/Move-out Date].

Please ensure that all personal belongings are removed, the unit is cleaned, and all keys are returned to [Location/Person] by the move-out date. A move-out inspection will be conducted on [Date/Time] to assess the condition of the property.

Regarding your security deposit of \$[Amount], it will be handled according to the terms of your lease and state law. Please provide your forwarding address below or via email for the delivery of the deposit and/or an itemized list of deductions.

Forwarding Address:

[Street Address]

[City, State, Zip Code]

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

Sincerely,

[Landlord/Property Manager Name]

[Signature Field]