

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE

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. This lease is scheduled to expire on [Lease End Date].

In accordance with your lease agreement and local laws, we are providing you with this sixty (60) day notice. You are required to vacate the premises no later than 11:59 PM on [Lease End Date].

Prior to your departure, please ensure the following:

- The property is cleaned and all personal belongings are removed.
- All keys, fobs, and garage openers are returned to [Location/Person].
- Your forwarding address is provided to us for the processing of your security deposit.

The security deposit will be returned, minus any lawful deductions for damages or unpaid charges, within [Number] days of your move-out date, as per the terms of your lease.

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

Sincerely,

[Your Signature]
[Your Printed Name]