

[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 [Landlord/Property Management Name] will not be renewing your lease agreement for the property located at [Property Address]. Your current lease is scheduled to expire on [Lease End Date].

The reason for this non-renewal is the current condition of the property and its prolonged status as a vacant unit. Based on recent inspections, the property requires significant maintenance, repairs, and updates that cannot be performed while the lease remains active. It is necessary for the property to be returned to the possession of the owner to address these condition issues.

You are required to vacate the premises and return all keys no later than 11:59 PM on [Lease End Date].

Please ensure the following actions are taken prior to your departure:

- Remove all personal belongings and trash.
- Clean the premises thoroughly.
- Provide a forwarding address for the processing of the security disposal/return.
- Schedule a final move-out inspection for [Date/Time].

Any security deposit currently held will be handled in accordance with state law and the terms of your lease agreement after a final assessment of the property condition is completed.

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

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]