

[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 lease agreement for the property located at [Property Address] will not be renewed at the end of the current term.

Your lease is scheduled to expire on [Lease End Date]. You are required to vacate the premises and return all keys by [Time] on that date.

The reason for this non-renewal is the continued vacant status of the property. Under the terms of our agreement and insurance requirements, the property must be occupied as a primary residence. As the unit has remained unoccupied for [Number] consecutive days, we are unable to extend the tenancy.

Prior to your move-out date, please ensure:

- All personal belongings are removed from the premises.
- The unit is cleaned and returned in the same condition as received, barring normal wear and tear.
- All utilities are paid in full through the final day of the lease.
- Your forwarding address is provided to this office for the processing of your security deposit.

A move-out inspection will be scheduled for [Date/Time]. If you have any questions regarding this notice, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]