

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

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

RE: NOTICE OF NON-RENEWAL OF LEASE/CONTRACT

Dear [Recipient Name],

Please accept this formal letter as notice that [Your Company Name] will not be renewing the [Lease/Contract] agreement for the property located at [Property Address], which is set to expire on [Expiration Date].

This decision is a direct result of escalated environmental hazards identified at the premises, specifically [Detail Hazards, e.g., persistent mold growth, chemical contamination, or structural toxicity]. Despite previous notifications dated [Dates of Previous Notices], these issues remain unresolved and pose an unacceptable risk to health and safety.

According to the terms of our agreement, we will vacate the premises no later than [Move-out Date]. We expect the return of the security deposit in the amount of \$[Amount] within [Number] days, provided there are no damages unrelated to the aforementioned environmental hazards.

Please provide instructions regarding the final inspection and the handover of keys. All future correspondence regarding this matter should be sent to the address listed above.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]