

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

[Date]

[Tenant Name]
[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. Your current lease is scheduled to expire on [Lease End Date].

This decision is based on the existence of significant unrepaired property damage discovered during recent inspections, specifically: [Description of Damage, e.g., holes in drywall, broken windows, water damage]. According to the terms of your lease agreement, it is the tenant's responsibility to maintain the premises and/or report damages immediately for repair.

As per the terms of your agreement and local laws, you are required to vacate the premises no later than 11:59 PM on [Lease End Date]. Please ensure all personal belongings are removed and keys are returned to the landlord by this time.

A final move-out inspection will be conducted on [Date/Time]. Your security deposit will be processed in accordance with state law. Please note that the costs associated with repairing the aforementioned damages, as well as any additional damages found during the final inspection, will be deducted from your security deposit.

Please provide your forwarding address for the delivery of your security deposit statement.

Sincerely,

[Landlord/Property Manager Signature]
[Landlord/Property Manager Printed Name]