

Date: [Date]

To: [Tenant Name]

Property Address: [Full Property Address]

Subject: Notice of Non-Renewal of Lease Agreement

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 has been made due to the results of the property inspection conducted on [Date of Inspection]. During this inspection, the following damages and lease violations were identified:

- [Describe damage/violation 1]
- [Describe damage/violation 2]
- [Describe damage/violation 3]

As these items remain unrepaired and constitute a breach of the maintenance terms outlined in your lease agreement, we are unable to offer a renewal of your tenancy.

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 the keys are returned to [Location/Person] by this time.

A move-out inspection will be conducted after you vacate. An itemized statement regarding your security deposit and any deductions for the aforementioned unrepaired damages will be sent to your forwarding address within [Number of Days] days, as per state law.

Please provide your forwarding address below or via email:

Forwarding Address: _____

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]