

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

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant Name],

This letter serves as formal notice that your current lease agreement for the property located at [Property Address] will not be renewed. Your lease is set to expire on [Lease End Date].

This decision has been made due to the identification of unacceptable liability risks associated with the continued occupancy of the property under current conditions. Specifically, [Optional: Insert brief description of risk, e.g., unauthorized hazardous materials, repeated safety violations, or insurance carrier requirements].

You are required to vacate the premises no later than 11:59 PM on [Lease End Date]. Please ensure that all personal belongings are removed and all keys are returned to [Location/Person] by this time.

A move-out inspection will be conducted on [Date/Time]. Your security deposit will be processed and returned in accordance with state law and the terms of your lease agreement, minus any applicable deductions for damages beyond normal wear and tear.

Please contact [Name] at [Phone Number/Email] if you have any questions regarding the move-out process.

Sincerely,

[Landlord/Property Manager Signature]
[Printed Name]