

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Notice of Non-Renewal of Lease

Dear [Recipient Name],

Please accept this letter as formal notification that the lease agreement for the property located at [Property Address] will not be renewed at the end of the current term.

The lease is scheduled to expire on [Lease End Date]. Accordingly, the premises must be vacated and all keys returned by [Time] on that date.

Details regarding the move-out inspection and the return of the security deposit are as follows:

- [Insert Inspection Date/Time]
- [Insert Security Deposit Return Requirements]

Please provide a forwarding address for the return of the security deposit and any future correspondence.

Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]