

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number]

City, State, Zip: [City, State, Zip Code]

Dear [Tenant Name],

This letter serves as formal notification that your fixed-term lease agreement for the property located at [Property Address] will expire on [Lease End Date].

Please be advised that we will not be renewing or extending the lease agreement. Consequently, you are required to vacate the premises no later than 11:59 PM on [Lease End Date].

Prior to your departure, please ensure the following:

- All personal belongings are removed from the unit.
- The property is cleaned and returned to its original move-in condition.
- All keys, fobs, and garage openers are returned to [Location/Person].
- A forwarding address is provided for the processing of your security deposit.

A move-out inspection will be scheduled for [Date/Time]. Your security deposit, minus any lawful deductions for damages or unpaid rent, will be returned to you within [Number] days, as per state law.

Thank you for your cooperation during this transition.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]