

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

**Re: Notice of Non-Renewal of Lease**

Dear [Tenant Name],

Please be advised that your current lease agreement for the property located at [Property Address], which began on [Lease Start Date], will not be renewed at the end of the current term.

Accordingly, your lease will expire on [Lease End Date], and you are required to vacate the premises no later than [Time, e.g., 11:59 PM] on that date.

This letter serves as your official notice as required by your lease agreement and local laws. Please ensure that all personal belongings are removed and the property is cleaned in accordance with the move-out guidelines by the expiration date.

Details regarding the security deposit return and the final inspection will be sent to you shortly. Please provide your forwarding address below or via email for the return of your deposit.

If you have any questions regarding this notice, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Landlord/Company Name]