

Date: [Current Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT NOT TO RENEW LEASE

Dear [Recipient Name],

Please accept this letter as formal notification that I do not intend to renew the lease agreement for the property located at:

[Property Address]

[Unit Number, if applicable]

The current lease term is scheduled to expire on [Lease End Date]. Accordingly, I will vacate the premises and hand over the keys no later than [Move-out Date/Time].

Regarding the security deposit of \$[Amount], please send the remaining funds to the following forwarding address after any lawful deductions for repairs or cleaning:

[Forwarding Address]

[City, State, Zip Code]

I would like to schedule a final move-out inspection on [Proposed Date] at [Proposed Time]. Please let me know if this works for you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]