

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant Name],

This letter serves as formal notification that [Property Management Company Name/Landlord Name] will not be renewing your lease agreement for the property located at [Property Address].

Your current lease is scheduled to expire on [Lease End Date]. You are required to vacate the premises and return all keys by [Move-out Time] on or before this date.

Please ensure that all personal belongings are removed and the unit is cleaned in accordance with the move-out guidelines provided in your original lease agreement. A move-out inspection will be scheduled for [Date/Time].

Regarding your security deposit, a statement of account and any applicable refund will be mailed to your forwarding address within [Number] days after you vacate, as per state law. Please provide your new forwarding address below or via email.

Forwarding Address: _____

If you have any questions regarding the move-out process, please contact our office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title/Property Management Company]

[Contact Information]