

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Dear [Tenant Name],

This letter serves as formal notice that your current lease agreement for the property located at [Property Address] will not be renewed.

The lease term is scheduled to expire at 11:59 PM on [Lease End Date]. You are required to vacate the premises and return all keys by this time.

Please ensure that all personal belongings are removed and the property is left in a clean condition, consistent with the terms of your lease agreement. A move-out inspection will be conducted on [Date/Time] to assess the condition of the unit.

Your security deposit of \$[Amount] will be handled in accordance with state law and the terms of your lease. Please provide your new forwarding address below for the delivery of the deposit or any itemized statement of deductions.

Forwarding Address:

[Street Address]

[City, State, Zip Code]

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

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]