

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Notice of Non-Renewal of Lease Agreement

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. Your lease is scheduled to expire on [Lease End Date].

In accordance with the terms of your lease and local regulations, this notice provides you with sixty (60) days to vacate the premises. You are required to move out and return all keys to the landlord no later than 11:59 PM on [Lease End Date].

Please ensure that the property is left in a clean condition and that all personal belongings are removed. A move-out inspection will be scheduled for [Date/Time]. Regarding your security deposit, it will be handled according to the terms of your lease and state law; please provide your forwarding address below for the delivery of the deposit or any relevant itemized statements.

Forwarding Address:

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

Sincerely,

[Your Signature]

[Your Printed Name]