

Date: [Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number]

City, State, Zip: [City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant Name],

This letter serves as formal notification that your current lease agreement for the property located at [Property Address] will not be renewed. Your lease is scheduled to expire at 11:59 PM on [Lease End Date].

Pursuant to the terms of your lease agreement, you are required to vacate the premises and return all keys no later than the expiration date and time mentioned above. Please ensure that all personal belongings are removed and the property is left in a clean condition, consistent with the move-out guidelines.

A move-out inspection will be scheduled for [Date/Time]. Your security deposit of \$[Amount] will be processed and returned to you, minus any applicable deductions for damages or unpaid fees, within [Number of Days] days as per state law and your lease agreement.

Please provide your forwarding address below for the delivery of your security deposit and any final documentation:

Forwarding Address: _____

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

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

[Company Name, if applicable]