

Date: [Current Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

RE: NOTICE OF LEASE NON-RENEWAL

Dear [Tenant Name],

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

Your lease is scheduled to expire on [Lease End Date]. Per the terms of our agreement and local regulations, this letter provides you with 30 days' notice to vacate the premises. You are required to move out and return all keys by [Move-out Date/Time].

Please ensure that the property is left in a clean condition and that all personal belongings are removed. An inspection of the premises will be conducted on [Inspection Date] to determine the status of your security deposit.

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

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/Manager Signature]

[Landlord/Manager Printed Name]

[Contact Information]