

Date: [Insert Date]

To: [Current Tenant Names]

Property Address: [Insert Full Property Address]

Dear [Tenant Names],

This letter is in response to your recent request to add [Proposed Roommate Name] to your lease agreement and your inquiry regarding a lease renewal for the upcoming term.

After careful consideration, we are writing to inform you that we are unable to approve the addition of the new roommate to the lease. Furthermore, we will not be offering a renewal of your lease agreement for the property located at [Insert Address].

As per the terms of your current lease, your tenancy will end on [Insert Lease End Date]. You are expected to vacate the premises and return all keys by [Insert Time] on that date.

This decision is based on [Insert Reason: e.g., failure to meet screening criteria / owner moving back in / change in property usage / persistent late payments].

Please ensure the following before your departure:

- The unit is cleaned and all personal belongings are removed.
- All utilities are paid in full up to the final date of the lease.
- Your forwarding address is provided to us for the processing of your security deposit.

We will contact you shortly to schedule a final move-out inspection.

If you have any questions regarding this notice, please contact [Landlord/Property Manager Name] at [Phone Number/Email].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]