

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant Name],

This letter serves as formal notification that your current fixed-term lease agreement for the property located at [Property Address], which began on [Lease Start Date], will expire on [Lease End Date].

Please be advised that the lease will not be renewed or extended. You are required to vacate the premises and return all keys no later than [Time] on [Lease End Date].

Prior to your departure, please ensure the following:

- The property is cleaned and all personal belongings are removed.
- All utilities are paid in full up to the move-out date.
- A move-out inspection is scheduled for [Date/Time, if applicable].

Regarding your security deposit of \$[Amount], it will be processed in accordance with the terms of your lease agreement and local laws. Please provide your new forwarding address below for the delivery of the deposit and/or an 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/Property Manager Name]

[Company Name, if applicable]

[Phone Number]