

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

RE: Notice of Non-Renewal of Lease Agreement

Dear [Tenant Name],

This letter serves as formal notification that your fixed-term lease agreement for the property located at [Insert Property Address], which began on [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 that:

- All personal belongings are removed from the property.
- The unit is cleaned and returned to the condition in which it was received.
- All utilities are handled according to the terms of your lease.

Regarding your security deposit, a final inspection will be conducted. The deposit, minus any lawful deductions for damages or unpaid rent, will be returned to you at the forwarding address provided within [Number] days, as per local law.

Please provide your forwarding address below:

If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Company Name, if applicable]