

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Manager's Name]
[Landlord's Address]
[City, State, Zip Code]

Re: Notice of Intent Not to Renew Lease

Dear [Landlord's Name],

This letter serves as formal notification that I will not be renewing my lease for the property located at [Your Current Address]. My current fixed-term lease is scheduled to expire on [Lease End Date].

I will vacate the premises and return the keys no later than [Moving Out Date].

Please let me know the process for a final move-out inspection and the return of my security deposit. My forwarding address for the return of the deposit and any future correspondence will be:

[Your New Forwarding Address]
[City, State, Zip Code]

Thank you for your cooperation during my tenancy.

Sincerely,

[Your Signature]
[Your Printed Name]