

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Dear [Tenant Name],

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

Your current lease is scheduled to expire on [Lease End Date]. Please be advised that you are required to vacate the premises and return all keys no later than [Time, e.g., 11:59 PM] on that date.

Prior to your departure, please ensure the following:

- The unit is cleaned and all personal belongings are removed.
- All utilities are paid in full and scheduled for disconnection or transfer as of the move-out date.
- A move-out inspection is scheduled for [Date/Time] or contact [Name] at [Phone Number] to arrange a time.

Regarding your security deposit of \$[Amount], it will be processed and returned in accordance with state law and the terms of your lease, minus any deductions for damages or unpaid rent. Please provide your forwarding address below:

Forwarding Address: _____

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

Sincerely,

[Landlord/Property Manager Name]
[Company Name, if applicable]
[Phone Number]