

[Date]

[Tenant's Full Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant Name],

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

Your current lease is scheduled to expire at 11:59 PM on [Lease End Date]. We request that you vacate the premises and return all keys by this time.

Please ensure the following actions are completed prior to your departure:

- Removal of all personal belongings and trash.
- The unit is cleaned to the standards outlined in your lease agreement.
- All keys, fobs, and parking passes are returned to [Location/Person].
- A forwarding address is provided for the processing of your security deposit.

Regarding your security deposit, it will be handled in accordance with state laws and the terms of your lease. A statement of any deductions (if applicable) and the remaining balance will be mailed to your forwarding address within [Number] days of your move-out date.

A move-out inspection is scheduled for [Date] at [Time]. Please let us know if you wish to be present.

Thank you for your cooperation.

Sincerely,

[Your Name/Landlord Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]