

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant Name],

This letter serves as formal notification that [Landlord Name/Property Management Company] will not be renewing your current lease agreement for the property located at [Property Address].

Your current lease is scheduled to expire on [Lease End Date]. Accordingly, you are required to vacate the premises and return all keys no later than [Time] on [Lease End Date].

Please ensure the following steps are completed prior to your move-out date:

- Remove all personal belongings and trash from the unit.
- Clean the premises thoroughly as per the move-out checklist.
- Provide a forwarding address for the processing of your security disposal/return.
- Schedule a final walk-through inspection with management.

Your security deposit will be processed and returned in accordance with state law and the terms of your lease agreement, minus any applicable deductions for damages or unpaid balances.

If you have any questions regarding this notice or the move-out process, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title/Company Name]

[Contact Information]