

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Property Address]

Dear [Tenant Name],

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

Your lease is scheduled to expire on [Lease End Date]. Please be advised that you are required to vacate the premises and return all keys by [Time] on that date.

Before your departure, please ensure the following:

- The property is cleaned and all personal belongings are removed.
- All utilities are paid and accounts are closed or transferred.
- A move-out inspection is scheduled for [Date/Time].

Regarding your security deposit, it will be handled in accordance with the terms of your lease and local laws. Any deductions for damages beyond normal wear and tear will be itemized and sent to your new forwarding address.

Please provide your new forwarding address here:

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Thank you for your cooperation during this transition.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]