

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

RE: SIXTY (60) DAY NOTICE OF NON-RENEWAL OF FIXED-TERM LEASE

Dear [Tenant Name],

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

Accordingly, your lease will expire on [Lease End Date], and you are required to vacate the premises no later than 11:59 PM on that date. This notice provides you with the sixty (60) day notice period required by [State Law/Lease Agreement].

Before your departure, please ensure the following:

- All personal belongings are removed from the property.
- The unit is cleaned and returned in the condition stipulated in the lease.
- All keys, fobs, and garage openers are returned to [Location/Person].
- You provide a forwarding address for the processing of your security disposal.

A move-out inspection will be scheduled for [Date/Time]. Your security deposit, minus any lawful deductions for damages or unpaid rent, will be returned to you within [Number] days as per the terms of your lease and local law.

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

Sincerely,

[Landlord/Manager Name]

[Landlord/Company Name]