

[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 [Property Management Company Name/Landlord Name] will not be renewing your lease agreement for the property located at [Property Address].

Your current lease is scheduled to expire on [Lease End Date]. Per the terms of your agreement, you are required to vacate the premises no later than 11:59 PM on that date.

Please ensure the following steps are taken prior to your departure:

- Remove all personal belongings and trash from the unit.
- Clean the premises thoroughly as per the move-out checklist.
- Return all keys, fobs, and garage openers to [Location/Office].
- Provide your forwarding address for the processing of your security deposit.

A move-out inspection will be conducted on [Date/Time]. Your security deposit, minus any lawful deductions for damages beyond normal wear and tear or unpaid balances, will be returned to you within [Number] days as required by state law.

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

Sincerely,

[Your Name/Signature]

[Property Manager Title]

[Property Management Company Name]