

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant Name],

This letter serves as formal notice that your current lease agreement for the property located at [Property Address] will not be renewed. Your lease is scheduled to expire on [Lease End Date].

In accordance with the terms of your lease and local law, this notice provides you with thirty (30) days to vacate the premises. You are required to move out and return all keys to the landlord by 11:59 PM on [Lease End Date].

Please ensure that the property is left in a clean condition and that all personal belongings are removed. An inspection of the premises will be conducted after you vacate. Your security deposit of \$[Amount], minus any allowable deductions for damages or unpaid rent, will be returned to you at the following address:

[Forwarding Address Field]

If you have any questions regarding the move-out process, please contact [Landlord/Manager Name] at [Phone Number] or [Email].

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

[Phone Number]