

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address and Unit Number]

RE: NOTICE OF NON-RENEWAL OF LEASE AND TERMINATION OF TENANCY

Dear [Tenant Name],

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

Your current lease is scheduled to expire on [Lease End Date]. You are required to vacate the premises and return all keys no later than 11:59 PM on **[Vacate Date]**.

The reason for the non-renewal is that the property is scheduled for extensive renovations and capital improvements that require the unit to be vacant. These renovations include [Optional: brief description of work, e.g., structural repairs/kitchen remodeling/system upgrades].

Move-Out Requirements:

- Remove all personal belongings and trash from the unit.
- Ensure the unit is cleaned according to the standards outlined in your lease agreement.
- Return all keys, fobs, and garage openers to [Location/Person].
- Provide your forwarding address for the processing of your security deposit.

Your security deposit of \$[Amount] will be handled in accordance with state law and the terms of your lease. A statement of any deductions for damages beyond normal wear and tear will be provided within [Number] days of your move-out.

If you have any questions or would like to schedule a final walk-through inspection, please contact me at [Phone Number] or [Email Address].

Thank you for your cooperation during this transition.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Contact Address]