

Date: [Date]

To: [Recipient Name]

Address: [Property Address]

Dear [Recipient Name],

This letter serves as formal notice that the lease agreement for the property located at [Property Address] will not be renewed at the end of the current term.

The lease is scheduled to expire on [Lease End Date]. Please ensure that the premises are vacated and all personal belongings are removed by [Move-out Time] on that date.

Regarding the security deposit, please provide your forwarding address below for the return of funds, minus any lawful deductions as outlined in the lease agreement.

Forwarding Address:

[Street Address]

[City, State, Zip Code]

Please contact me at [Phone Number] or [Email Address] to schedule a final walk-through inspection and to arrange the return of all keys.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Phone Number]