

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

RE: Notice of Lease Expiration and Non-Renewal

Dear [Tenant's Name],

This letter serves as formal notification that your fixed-term lease agreement for the property located at [Property Address] will expire on [Lease End Date].

Please be advised that the lease will not be renewed or extended beyond this date. Accordingly, you are required to vacate the premises no later than 11:59 PM on [Lease End Date].

Prior to your departure, please ensure the following:

- All personal belongings are removed from the property.
- The unit is cleaned and returned to its original condition, minus normal wear and tear.
- All keys, fobs, and garage openers are returned to [Location/Person].
- A forwarding address is provided for the processing of your security disposal/return.

A move-out inspection has been scheduled for [Date] at [Time]. Please let me know if you wish to be present during this walkthrough.

Your security deposit of \$[Amount] will be handled in accordance with state law and the terms of your lease agreement. Any deductions for damages or unpaid utilities will be itemized in a written statement.

Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]