

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE AND NOTICE TO VACATE

Dear [Tenant 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 your lease will not be renewed or extended. In accordance with the terms of your agreement and local regulations, this letter provides you with 90 days' notice 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]**.

Prior to your departure, please ensure that:

- All personal belongings and trash are removed from the property.
- The unit is cleaned to the standard required by your lease agreement.
- All utilities are paid in full up to the final date of your occupancy.
- You provide a forwarding address for the processing of your security deposit.

A move-out inspection will be scheduled for [Date/Time]. Please contact [Name/Phone Number] if you wish to be present during this inspection.

Your security deposit of \$[Amount] will be returned to you, minus any lawful deductions for damages or unpaid rent, within [Number] days of your move-out date as per state law.

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]