

[Landlord Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: Notice of Non-Renewal of Lease and Termination of Tenancy

Dear [Tenant Name],

Please be advised that your current lease agreement for the property located at [Property Address] will expire on [Lease End Date].

This letter serves as formal notice that I do not intend to renew or extend the lease agreement. Consequently, you are required to vacate the premises and return all keys no later than 11:59 PM on [Lease End Date].

Prior to your departure, please ensure that:

- All personal belongings are removed from the property.
- The unit is cleaned and returned in the same condition as it was at the start of the lease, excluding normal wear and tear.
- All utility accounts in your name are closed or transferred as of the move-out date.

A move-out inspection will be scheduled for [Date/Time]. Please provide your forwarding address below or via email to ensure the timely return of your security deposit, less any applicable deductions for damages or unpaid rent, as per the terms of our agreement and local laws.

Forwarding Address:

If you have any questions regarding this notice, please contact me directly.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]