

[Tenant Name]
[Current Address]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Manager Name]
[Landlord Address]

RE: Notice of Intent to Vacate / Non-Renewal of Lease

Dear [Landlord Name],

This letter serves as formal notice that I do not intend to renew my lease for the property located at [Rental Property Address]. My current lease term is scheduled to expire on [Lease End Date].

I will be vacating the premises on or before [Move-out Date]. I intend to return the keys and provide my forwarding address for the return of my security deposit on that date.

Please let me know your requirements regarding the final inspection and the process for returning the keys. I will ensure the property is cleaned and returned in the condition required by our rental agreement.

I can be reached at [Your Phone Number] or [Your Email Address] if you have any questions or need to schedule a time for a walkthrough.

Sincerely,

[Tenant Signature]
[Tenant Printed Name]