

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Notice of Non-Renewal of Lease Agreement

Dear [Tenant's Name],

This letter serves as formal notification that your lease agreement for the property located at [Property Address] will not be renewed after its expiration on [Lease Expiration Date]. As per the terms of the lease, we are providing you with this notice [insert required notice period as per lease, e.g., 30 days] in advance.

Please ensure that you vacate the premises by [Move-Out Date]. We ask that you leave the property in good condition and return all keys to avoid any deductions from your security deposit.

If you have any questions or need further assistance, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title, if applicable]