

Notice of Lease Non-Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

I hope this letter finds you well. This is to formally notify you that your lease for the property located at [Property Address] will not be renewed upon its expiration on [Lease Expiration Date].

As per the terms of the lease agreement, this notice serves to provide you with [Notice Period, e.g., 30 days] advance notice of our decision regarding the lease non-renewal.

Please ensure that the premises are vacated by the lease expiration date and that they are returned in good condition. Should you have any questions or need further assistance, feel free to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title, if applicable]