[Date]

[Landlord's Name]

[Address] [City, State, Zip Code]

[Phone Number] [Email Address]

[Tenant's Name] [Tenant's Address - Leased Property Address] [Tenant's City, State, Zip Code]

Subject: Notice of Non-Renewal of Lease Agreement for [Property Address]

Dear [Tenant's Name],

This letter serves as formal notification that we will not be renewing the lease agreement for the property located at **[Full Property Address, Unit Number if applicable]**, which you currently occupy.

The current lease agreement for the above-mentioned property is set to expire on **[Lease Expiration Date, e.g., August 31, 2025]**. As per the terms of our lease agreement, this letter provides the required **[Number]**-day notice of our intent not to renew.

We kindly request that you plan to vacate the premises by the end of the day on **[Lease Expiration Date]**. Please ensure the property is left in a clean and broom-swept condition, free of all personal belongings, and that all keys and access devices are returned to us by this date.

We will contact you shortly to schedule a convenient time for a final walk-through inspection of the property. This inspection will assess the condition of the unit before the return of your security deposit, as outlined in our lease agreement and local regulations.

Should you have any questions regarding your move-out or need assistance with the process, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

We wish you all the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name] [Your Title, e.g., Landlord/Property Manager]