

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

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Notice of Non-Renewal of Rental Agreement

I hope this letter finds you well. I am writing to formally notify you that I will not be renewing my rental agreement for the property located at [Property Address], which is set to expire on [Expiration Date].

As per the terms of our rental agreement, I am providing this notice at least [Required Notice Period, e.g., 30 days] in advance of the expiration date.

I appreciate the time I have spent at your property and will ensure that it is in good condition before my departure. I plan to vacate the premises by [Move-Out Date].

Please let me know if there are any additional steps you would like me to take regarding the move-out process.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]