

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

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

Dear [Tenant's Name],

RE: Notice of Non-Renewal of Lease

This letter serves as formal notice 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 your lease agreement, we are providing you with [number of days, e.g., 30, 60] days' notice. We kindly ask that you vacate the premises by [Move-Out Date].

Please ensure the property is left in good condition and all keys are returned to us by this date. If you have any questions or need further clarification, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]