

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

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

Subject: Notice of End of Lease

Dear [Landlord's Name],

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

As per our lease agreement, I am providing [Number of Days] days notice, and my final date of occupancy will be [Final Move-Out Date].

I would like to schedule a move-out inspection at your earliest convenience to discuss the return of my security deposit and any end-of-lease procedures that we need to follow.

Thank you for your attention to this matter. I appreciate the time I have spent at the property.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]