

[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 Lease

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 Expiration Date]. This notice is being provided in accordance with the terms of our lease agreement, which requires [number of days] notice prior to the expiration of the lease. My last day of residency will be [Move-Out Date].

Please let me know how you would like to handle the final inspection and the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]