

[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],

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

Per the terms of the lease agreement, I am providing this notice [number of days, e.g., 30 days] in advance. I appreciate your understanding and will ensure the property is in good condition upon my departure.

Thank you for your support during my tenancy.

Sincerely,
[Your Name]