

[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 of my decision not to renew the lease for the property located at [Rental Property Address], which is set to expire on [Lease Expiration Date].

This decision was made after careful consideration of my current circumstances. I have enjoyed my time at the property, but I am planning to [briefly explain reason if desired, e.g., relocate, purchase a home, etc.].

According to the lease agreement, I am providing [number of days] days' notice, fulfilling the requirements set forth. My final day of residence will be [Move-Out Date]. I will ensure the property is in good condition and will return all keys and any other items before my departure.

Please let me know if there are any specific move-out procedures you would like me to follow or if you require anything further from me.

Thank you for your understanding. I appreciate your cooperation during my tenancy and wish you all the best for the future.

Sincerely,
[Your Name]