

[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 my lease for the property located at [Property Address], which is set to expire on [Lease Expiration Date].

After careful consideration, I have decided to [brief reason if you wish, e.g., relocate, pursue other opportunities, etc.]. I will ensure that the property is left in good condition and will adhere to the move-out procedures outlined in the lease agreement.

Please let me know if we need to arrange a final walkthrough or if there are any other steps I should take prior to vacating the premises.

Thank you for the opportunity to reside at your property. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]