

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

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

Dear [Tenant's Name],

Subject: Notice of Non-Renewal of Lease

I hope this letter finds you well. This is to formally inform you that your lease for the property located at [Property Address] will not be renewed upon its expiration on [Lease Expiration Date].

As per our lease agreement, this letter serves as the [Number of Days] days' notice required for non-renewal. We kindly ask that you vacate the premises by [Move-Out Date].

Should you have any questions or require assistance during your move, please do not hesitate to reach out to me.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Your Company Name] (if applicable)