

[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: Non-Renewal of Lease Agreement

I hope this message finds you well. I am writing to formally notify you of my intention not to renew the lease for the property at [Property Address], which is set to expire on [Lease Expiration Date].

As per our lease agreement, I am providing this notice [insert required notice period, e.g., 30 days] in advance. I would like to confirm that I will be vacating the premises on or before [Move-Out Date].

Please let me know if there are any specific steps you would like me to take regarding the move-out process or final inspection.

Thank you for your understanding. I appreciate your cooperation during my tenancy.

Sincerely,
[Your Name]