

[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 message finds you well.

I am writing to formally notify you that I will not be renewing my lease for the property located at [Property Address], which is set to expire on [Lease Expiration Date].

In accordance with the terms of the lease agreement, I am providing [Number of Days] days notice as required. My last day of residence will be [Move-Out Date].

Please let me know your preferred process for the move-out inspection and the return of my security deposit.

Thank you for your understanding.

Sincerely,
[Your Name]