

[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: Notice of Non-Renewal of Lease

I hope this letter 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]. My current lease is set to expire on [Lease Expiration Date].

Please consider this letter as my [30/60, etc.] days' notice of non-renewal, in accordance with the terms of our lease agreement. My final day of occupancy will be [Last Day of Occupancy].

I would like to take this opportunity to express my gratitude for the time I have spent at the property. Please let me know how you would like to arrange the return of my security deposit and any move-out procedures that need to be completed prior to my departure.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]