

[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],

I hope this message finds you well. This letter serves as a formal notification regarding the non-renewal of your lease at [Property Address].

As per the terms of your lease agreement, your lease will expire on [Lease Expiration Date]. After careful consideration, we have decided not to renew the lease for another term.

Please ensure that you vacate the premises by the expiration date mentioned above. We appreciate your cooperation in returning the property in good condition.

Should you have any questions or require assistance during your move-out process, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding, and I wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title/Position]
[Property Management Company Name, if applicable]