

[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],

RE: Notice of Non-Renewal of Lease

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]. My current lease is set to expire on [Lease Expiration Date], and I will be vacating the premises by that date.

I appreciate the opportunity to have lived in your property, and I will ensure that the unit is left in good condition prior to my departure.

Please let me know if you would like to schedule a walk-through inspection prior to my move-out date.

Thank you for your understanding.

Sincerely,
[Your Name]