

[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 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], which is set to expire on [Lease Expiration Date]. Please consider this letter as my [number of days, e.g., 30, 60] days' notice, as required by our lease agreement. I appreciate the opportunity to have lived here and will ensure that the property is cleaned and ready for inspection prior to my departure.

If you have any questions or need to discuss further arrangements regarding my move-out, please feel free to contact me.

Thank you for your understanding.

Sincerely,
[Your Name]