

[Your Name]
[Your Title/Position]
[Your Company/Property Management Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Notice of Lease Non-Renewal

We hope this message finds you well.

We are writing to formally inform you that your lease for the property located at [Property Address] will not be renewed upon its expiration on [Lease End Date].

This decision is in accordance with [any relevant laws or clauses in the lease agreement]. We kindly ask that you ensure the property is vacated by [Move-Out Date, typically the lease end date or an agreed-upon date]. Please remember to return all keys and provide a forwarding address for any future correspondence or security deposit matters.

If you have any questions or need assistance during your transition, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Property Management Name]