

[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: Non-Renewal of Lease and Move-Out Notice

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 [Rental Property Address], which is set to expire on [Lease Expiration Date]. As per the lease agreement, I am providing this notice [insert notice period, e.g., 30 days] in advance of my planned move-out date, which will be [Move-Out Date].

I will ensure that the property is returned in good condition, as per the terms of our lease. Please let me know if there are any specific move-out procedures you would like me to follow.

Thank you for the time I have spent in the property. I appreciate your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]