**NON-RENEWAL LEASE LETTER**

**[Landlord’s Name]  
[Address]**

**[City, State, and ZIP Code]**

**[Today’s Date]**

**[Tenant's Name]  
[Address]**

**[City, State, and ZIP Code]**

**Re:** Non-Renewal of Lease - **[Reason]**

**Dear Tenant**

This is the official notice that your current lease will not be renewed for the property

located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The last day of tenancy will be on . You are required to vacate

the property on your last day of the tenancy period. The lease agreement states that

the property must be made into the same condition upon move-in, wear, and tear

excepted. In addition, all keys, fabs, and other devices used to enter the property shall

be given to the landlord. All personal property the tenant leaves on the property shall

become the possession of the landlord.

Your forwarding address must be given for notices and the return of any security

deposit. If any damage is found on the property, it shall be deducted from the

security deposit in accordance with State law.

Sincerely,

**[Landlord’s Signature]**

**[Landlord’s Name]**