**NON-RENEWAL LEASE LETTER**

**[Name of the Landlord]  
[Address of the Landlord]**

**[Today’s Date]**

**[Name]  
[Address]**

**Subject:** Non-renewal of the lease agreement

Sir/Madam,

This letter is in reference to the dwelling of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Address]** which is being used as a/ an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[office/ branch/ any other]** since \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ **[Date]**

Through this letter, I would like to inform you that the lease period is ending on \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ **[Date]** and we are not looking forward to the renewal of the notice period as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Reason – Not required/ Unavailability of funds/ mention your reason). I request you to kindly end the lease period on \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ **[Date]** and not renew the agreement.

Your property will be vacated by \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ **[Date]** It is to request you to have an inspection visit by \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ **[Date]** in order to prevent delays in refunding the security deposits. I believe you would consider this as a genuine request to end the lease period.

Thanking you,

**[Signature]**