**NON-RENEWAL LEASE LETTER**

**[Your Name]**

**[Your address]**

**[Today’s Date]**

Dear **[Tenant’s name]**

This letter is your official notice that your current lease expires on **[lease expiration date].** You have been a great tenant and we would like to enter into a new lease of **[insert lease length].**

Attached to this notice you will find a copy of the new lease for your records. All of the original terms of the lease remain the same with the exception of **[insert any changes such as dates or rent amount]**

Your security deposit **[and any other deposits such as pet deposits]** will remain intact and carry over into the new lease term.

If you decide to renew the lease, please call us at **[insert phone number]** so we can go over and sign the new lease together. This must be done by **[insert date of your choice before the end of the current lease]**

If you decide to move on from this apartment, please give us an **[insert number of days based on your state’s law]** day notice of non-renewal.

Sincerely,

**[Landlord’s Signature]**

**[Landlord’s Name]**