**NON-RENEWAL LEASE LETTER**

**[Your name]**

**[Your contact information]**

**[Today’s Date]**

**[Renter’s name]**

**[Renter’s contact information]**

**[Rental unit address]**

Dear **[Renter’s name]**

This letter is to inform I/we will not be renewing your lease agreement for **[rental unit’s address]**. **[OPTIONAL: reason for not renewing].** Per **[the terms of the rental agreement/{state name}’s laws],** this letter will serve as your **[#]** days’ notice of non-renewal.

Your lease agreement ends on **[date]**, and you must vacate the premises and return all keys by this date. **[Information about walk-through/inspection, showings of the rental, the security deposit less fees policy, etc.]**

Please do not hesitate to reach out if you have any questions or concerns during the process. You can reach me/us at **[your contact information].**

Sincerely,

**[Your signature]**

**[Your name]**