

(From Landlord)

State of _____

NON-RENEWAL LEASE LETTER

_____, 20____

Tenant: _____

Address: _____

Dear _____,

This letter serves as official written notice that the lease agreement dated _____ for _____ [Rental address] (the "Lease") will not be renewed upon its expiration on _____ ("Lease End Date").

Please be advised that, in accordance with the terms of the Lease and applicable state and local laws, you are required to vacate the premises by _____ AM PM on the Lease End Date. All terms and obligations under the Lease shall remain in full force and effect through the Lease End Date including but not limited to the payment of rent and any fees associated with your move-out.

Security Deposit (Check if applicable):

Your security deposit will be returned in accordance with the terms of the Lease and applicable law, pending any necessary deductions for damages or unpaid rent. Please provide a forwarding address where the security deposit and any notices can be sent: _____ [Name],
_____ [Forwarding Address].

Should you have any questions or need further clarification, please do not hesitate to contact me.

_____ [Landlord Signature]

_____ [Landlord Name]

_____ [Landlord Address]

_____ [Landlord Phone]

_____ [Landlord Email]



(From Tenant)

State of _____

NON-RENEWAL LEASE LETTER

_____, 20____

Landlord: _____

Address: _____

Dear _____,

This letter serves as my official written notice that I will not be renewing the lease agreement dated _____ for _____ [Rental address] (the "Lease") upon its expiration on _____ ("Lease End Date").

Please be advised that, in accordance with the terms of the Lease and applicable state and local laws, I will vacate the premises by _____ AM PM on the Lease End Date.

Security Deposit (Check if applicable):

I request that my security deposit be returned in accordance with the terms of the Lease and applicable law, pending any necessary deductions for damages or unpaid rent. My forwarding address where the security deposit and any notices can be sent is: _____ [Name],
_____ [Forwarding Address].

Should you have any questions or need further clarification, please do not hesitate to contact me.

_____ [Tenant Signature]

_____ [Tenant Name]

_____ [Tenant Address]

_____ [Tenant Phone]

_____ [Tenant Email]

