**NOT-RENEWING-LEASE LETTER**

[Your name]  
[Your contact information]

[Date of the letter]

[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 name]