**Sample Lease Non-Renewal Notice**

Your lease non-renewal notice can take on many different forms and presentations. One such example looks like this:

Sample Name

Sample Address

Date

Dear (Landlord/Tenant),

I’m writing to inform you that I will not be renewing our lease. As noted in my contract, the unit will be vacant as of (lease end date). This note should serve as my (length appropriate) notice of non-renewal.

Upon move-in, a deposit of (amount) was provided and shall be returned upon leaving, provided that all property therein remains within good condition.

If you have any questions, you can contact me at (phone number, email address).

Sincerely,

(Your name)