# Sample Non Renewal Lease Letter to Landlord

To,  
\_\_\_\_\_\_\_\_ (Name of the Landlord)  
\_\_\_\_\_\_\_\_ (Address of the Landlord)

Date: \_\_/\_\_/\_\_\_\_ (Date)

From,  
\_\_\_\_\_\_\_\_ (Name),  
\_\_\_\_\_\_\_\_ (Address)

Subject: Non renewal of the lease agreement

Sir/Madam,

This letter is in reference to the dwelling of \_\_\_\_\_\_\_ (Address) which is being used as a/ an \_\_\_\_\_\_\_\_ (office/ branch/ any other) since \_\_/\_\_/\_\_\_\_ (Date).

Through this letter, I would like to inform you that the lease period is ending on \_\_/\_\_/\_\_\_\_ (Date) and we are not looking forward to the renewal of the notice period as \_\_\_\_\_\_\_\_\_ (Reason – Not required/ Unavailability of funds/ mention your reason). I request you to kindly end the lease period on \_\_/\_\_/\_\_\_\_ (Date) and not renew the agreement.

Your property will be vacated by \_\_/\_\_/\_\_\_\_ (Date). It is to request you to have an inspection visit by \_\_/\_\_/\_\_\_\_\_ (Date) in order to prevent delays in refunding the security deposits. I believe you would consider this as a genuine request to end the lease period.

Thanking you,

\_\_\_\_\_\_\_\_\_ (Signature),  
\_\_\_\_\_\_\_\_\_ (Name),  
\_\_\_\_\_\_\_\_\_ (Contact number)