

[Your Name]

[Your Phone Number or Email]

[Street Address]

[City/State/Zip]

[Today's Date]

[Tenant Name]

[Tenant Address]

[City/State/Zip]

Dear [Tenant First Name],

This letter is to inform you that the lease for [Address] signed on [Lease Start Date] will terminate on [Lease End Date] and will not renew. Attached is a copy of the lease agreement for your reference. Per the lease agreement, this lease termination letter fulfills the [Number of Days]-day notice requirement.

This decision has been made due to [Reason for Termination: e.g., the end of the lease term, sale of the property, repeated violations of lease terms, etc.].

Please ensure that you have vacated the premises by [Move-Out Date], which is in accordance with the notice period stipulated in our lease agreement.

I have attached a copy of the move-in walk-through and would like to schedule a move-out walk-through at the end of the lease. Please email or call to schedule the final inspection.

Please also send your new mailing address for future reference and in the case of returning your security deposit.

Thank you for your time on the above matter and for being a great tenant. If you need anything further, don't hesitate to reach out.

Sincerely,

[Your Signature]

[Your Full Name]