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[Today's Date]

[Tenant Name]

[Tenant Address]

Dear [Tenant Name],

I am writing this letter to intimate you that the lease for [Full Address] signed on [Lease Start Date] will end on [Lease End Date] and will not renew. Here is an attached copy of the lease agreement for your reference. According to the lease agreement, this lease termination letter adheres to the notice requirement of [Number of Days]-day.

Also, find attached a copy of the move-in walk-through. I would also like to schedule a move-out walk-through at the end of our lease. Please call or email to schedule the date for a final inspection.

Kindly share your new mailing address for my future reference and the refund of your security deposit.

Thank you for sparing your time on the matter and for being an excellent tenant. In case you require anything further, do not hesitate to contact me.

Sincerely,

[Landlord Signature]

[Landlord Full Name]