[Your name]

[Your phone number or email]

[Your address]

[Date]

Dear [Tenant name],

This letter is to inform you that the lease for [address], signed on [start date], will terminate on [end date] and will not renew. I have attached a copy of the lease agreement for your reference.

We completed a move-in walkthrough at the start of the lease, which is also attached to this letter. I would like to complete the move-out walkthrough at the end of the lease. Please let me know which of these options works best for you, or send me an email with your preferred times:

* [Date and time]
* [Date and time]
* [Date and time]

Please also send me a mailing address for any future communication, such as the return of your security deposit.

Thank you for being a reliable tenant, and don’t hesitate to contact me if you have any questions.

[Signature]