

Date: _____

Certified Mail Return Receipt Requested

(Landlord)

(Landlord Address)

(Landlord City, State, Zip)

Re: Notice of Intent not to Renew Lease

Greetings:

My lease ends soon and I wish to inform you that I do not intend on renewing it.

My forwarding address for the return of my security deposit is: _____

_____.

Thanks for your prompt attention.

(Your Signature)

(Your Printed Name)

(Your Address)

(Your City, State, Zip)

(Your Phone Number)