

**Date:** [Insert Date]

**To:** [Tenant Name]

**Company:** [Tenant Company Name, if applicable]

**Address:** [Tenant Mailing Address]

**RE: NOTICE OF NON-RENEWAL OF LEASE**

Dear [Tenant Name],

This letter serves as formal notice that [Landlord/Company Name] will not be renewing the lease agreement for the commercial property located at:

**Property Address:** [Insert Full Address of Leased Space]

The current lease is scheduled to expire on **[Lease Expiration Date]**. We request that you vacate the premises and return all keys by [Time] on or before this date.

According to the terms of your lease agreement, please ensure the following:

- The premises are left in a clean and broom-swept condition.
- All personal property, equipment, and signage are removed.
- Any damage beyond normal wear and tear is repaired.

A final move-out inspection will be scheduled for [Date/Time]. Please contact [Name/Department] at [Phone Number/Email] to confirm this appointment or to discuss the return of your security deposit.

Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Landlord Name]

[Contact Phone Number]