

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Tenant Name]  
[Tenant Business Name]  
[Property Address]  
[Unit/Suite Number]  
[City, State, Zip Code]

## **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 premises located at [Property Address], which is currently scheduled to expire on [Lease End Date].

In accordance with the terms of your lease, you are required to vacate the premises no later than 11:59 PM on [Lease End Date].

Prior to your departure, please ensure the following:

- All personal property and equipment are removed from the premises.
- The property is left in a clean condition, consistent with the terms of the lease.
- All keys, security badges, and remotes are returned to [Location/Contact Person].

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

Thank you for your cooperation.

Sincerely,

[Signature]

[Your Printed Name]  
[Your Title]