

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

[Date]

[Tenant Name]
[Tenant Business Name]
[Property Address]
[City, State, Zip Code]

Re: Notice of Non-Renewal of Lease Agreement

Dear [Tenant Name],

This letter serves as formal notification that your commercial lease agreement for the premises located at [Property Address], which commenced on [Lease Start Date], will not be renewed at the end of its current fixed term.

Accordingly, the lease will expire on [Lease End Date]. You are required to vacate the premises and return all keys no later than [Time] on that date.

Pursuant to the terms of our agreement, please ensure that the property is left in a clean condition and free of all personal property and debris. We will schedule a final walk-through inspection on [Date] at [Time] to assess the condition of the unit.

Regarding your security deposit of \$[Amount], it will be processed and returned in accordance with the lease terms and local laws, less any applicable deductions for repairs or outstanding balances.

Please contact me at [Phone Number] or [Email] to coordinate the move-out process or if you have any questions regarding this notice.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Role]