

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

[Date]

[Tenant Name]
[Tenant Business Name]
[Property Address]
[Unit Number]

RE: NOTICE OF LEASE TERMINATION DUE TO EXTENSIVE RENOVATIONS

Dear [Tenant Name],

This letter serves as formal notice that [Landlord/Company Name] will be terminating your lease agreement for the premises located at [Property Address], effective [Termination Date].

This decision has been made because the building is scheduled to undergo extensive structural renovations and improvements that will render the premises uninhabitable and unsafe for business operations during the construction period. These renovations include [Briefly list major works, e.g., structural retrofitting, HVAC replacement, or complete interior remodeling].

In accordance with Section [Section Number] of your Lease Agreement, we are providing you with [Number] days' notice to vacate the premises. Please ensure that all personal property is removed and the keys are returned to our office no later than [Time] on [Termination Date].

Regarding your security deposit, a final inspection of the premises will be conducted following your move-out. The deposit, minus any lawful deductions as outlined in your lease, will be returned to you within [Number] days at the following address: [Forwarding Address].

We value the relationship we have had with your business and regret any inconvenience this may cause. If you have any questions regarding the move-out process or the planned renovations, please contact [Contact Person Name] at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]