

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[Suite/Unit Number]

RE: Annual Lease Renewal and Vacancy Terms Notification

Dear [Tenant Name],

As we approach the annual renewal date for your lease at [Property Address], effective [Renewal Start Date], we would like to formally outline the updated terms regarding property occupancy and vacancy requirements.

Please be advised that under the renewed terms, the following vacancy provisions apply:

- **Occupancy Requirement:** The premises must remain open and operational for business during the hours specified in your lease agreement.
- **Definition of Vacancy:** The property shall be considered "vacant" if regular business operations cease for a period exceeding [Number] consecutive days without prior written consent from the Landlord.
- **Insurance Implications:** Please note that extended vacancy may affect the property's insurance coverage. Tenants are responsible for any increases in premiums or loss of coverage resulting from unauthorized vacancy.
- **Maintenance During Vacancy:** In the event of an approved temporary closure, the Tenant remains responsible for utility payments, interior maintenance, and security protocols to prevent property deterioration.

Failure to adhere to these occupancy terms may be considered a breach of the lease agreement, potentially resulting in [Penalty/Lease Termination].

All other terms and conditions of your original lease agreement dated [Original Lease Date] remain in full force and effect.

Please sign and return a copy of this letter to acknowledge your understanding of these vacancy terms for the upcoming year.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]

Acknowledgment:

I, [Tenant Name], hereby acknowledge and agree to the vacancy terms outlined above.

Signature: _____ Date: _____