

Date: [Current Date]

To: [Tenant Name/Business Name]

Attention: [Contact Person]

Address: [Tenant Billing Address]

RE: SIXTY (60) DAY NOTICE TO VACATE

Dear [Tenant Name],

Please be advised that this letter serves as formal notification that your lease agreement for the commercial property located at [Property Address] will not be renewed and is being terminated.

In accordance with the terms of your lease and local regulations, you are required to vacate the premises no later than midnight on **[Date of Vacancy - 60 days from notice]**.

Prior to your departure, please ensure the following:

- All personal property, equipment, and debris are removed from the premises.
- The property is left in a clean and broom-swept condition.
- All keys, security badges, and access codes are returned to the landlord.
- All outstanding utility bills are paid in full.

A final walk-through inspection will be scheduled on [Date] at [Time]. Please contact [Name] at [Phone Number] to confirm this appointment or to arrange an alternative time.

Your security deposit of \$[Amount] will be handled in accordance with the lease terms and state law, following the final inspection and deduction for any necessary repairs or unpaid balances.

Thank you for your cooperation during this transition.

Sincerely,

[Landlord/Property Manager Signature]

[Print Name]

[Company Name]

[Phone Number]