

Date: [Current Date]

To: [Tenant Name/Company Name]

Address: [Property Address, Suite Number]

City, State, Zip: [City, State, Zip Code]

RE: NOTICE TO VACATE

Dear [Tenant Name],

Please accept this letter as formal notification that you are required to vacate the premises located at [Property Address] by [Date - must be at least 30 days from today]. Your commercial lease agreement dated [Lease Start Date] is hereby terminated effective as of [Move-out Date].

This notice is being provided in accordance with the terms of your lease agreement and local commercial tenancy laws. You are expected to:

- Remove all personal property, equipment, and inventory by the date mentioned above.
- Ensure the premises are left in a clean and "broom-swept" condition.
- Repair any damages caused by the removal of your equipment or trade fixtures.
- Return all keys, security badges, and gate remotes to the management office.

A final walkthrough inspection will be scheduled for [Date/Time]. Please contact [Contact Name] at [Phone Number/Email] to confirm this time or to arrange for the return of the keys.

Regarding your security deposit, it will be processed and returned to you, minus any authorized deductions for repairs or unpaid balances, within [Number] days as specified in your lease agreement. Please provide your forwarding address below.

Forwarding Address:

Sincerely,

[Your Signature]

[Your Printed Name]

[Landlord/Property Management Company Name]

[Contact Phone Number]