

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

[Date]

[Landlord Name or Property Management Company]
[Landlord Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO VACATE COMMERCIAL PREMISES

Dear [Landlord Name],

Please accept this letter as formal notification that [Your Company Name] will not be renewing the lease for the premises located at [Insert Full Address of Commercial Space].

In accordance with the terms of our lease agreement dated [Start Date of Lease], we are providing [Number] days' notice. Our final day of occupancy will be [Date of Vacancy].

We intend to return the keys and surrender the premises by the aforementioned date. We will ensure the property is vacated and cleared of all inventory, equipment, and debris as per the move-out requirements outlined in our lease.

Please contact me at [Your Phone Number] to schedule a final walk-through inspection and to discuss the return of our security deposit. The refund check should be mailed to the following forwarding address:

[Forwarding Address]
[City, State, Zip Code]

Thank you for your cooperation during our tenancy.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]