

**Date:** [Current Date]

**To:** [Tenant Name]

**Company:** [Tenant Company Name]

**Address:** [Property Address/Unit Number]

**Subject: Notice of Non-Renewal of Lease**

Dear [Name of Contact Person],

This letter serves as formal notice that [Landlord/Company Name] will not be renewing the lease agreement for the commercial premises located at [Property Address], which is currently set to expire on [Lease End Date].

In accordance with the terms of our lease agreement, we are providing you with this notice [Number] days prior to the expiration date. We request that you vacate the premises and remove all company property, equipment, and signage by 11:59 PM on [Lease End Date].

Regarding the transition process:

- **Property Inspection:** A final walk-through is scheduled for [Date] at [Time]. Please ensure the unit is returned in the condition required by the lease.
- **Key Return:** All keys and security fobs must be returned to [Location/Person] no later than [Date].
- **Security Deposit:** Your security deposit will be processed and returned, minus any lawful deductions for repairs or outstanding balances, within [Number] days of your move-out date.

Please provide us with your forwarding address for the delivery of the final statement and any deposit refunds.

If you have any questions regarding this notice or the move-out requirements, please contact [Name] at [Phone Number] or [Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Company Name]