

[Your Name/Company Name]
[Current Business Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Landlord Name],

Please accept this formal letter as notice that [Company Name] will not be renewing the lease agreement for the premises located at [Property Address].

Our current lease is scheduled to expire on [Lease End Date]. Due to the permanent closure of our business, we will vacate the premises on or before this date.

We intend to remove all inventory, equipment, and personal property by [Move-out Date]. Once the space is cleared, we will return all keys and provide a forwarding address for the return of our security deposit.

Please let us know the preferred process for a final walk-through inspection. If you have any questions regarding this transition, you may reach me at [Phone Number] or [Email Address].

Thank you for your cooperation over the term of our tenancy.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]