

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[Suite/Unit Number]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant Name],

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

Your current lease term is scheduled to expire on [Lease End Date]. Accordingly, you are required to vacate the premises and return all keys no later than 11:59 PM on that date.

Please ensure that the property is cleared of all personal belongings, equipment, and debris. Per the terms of our lease agreement, the unit must be returned in "broom clean" condition, subject to normal wear and tear.

A move-out inspection will be scheduled for [Date/Time]. Once the inspection is complete and the keys are returned, any security deposit held will be processed and returned to your forwarding address, minus any lawful deductions as specified in the lease.

Please provide your forwarding address for the return of the security deposit below:

Forwarding Address: _____

If you have any questions regarding the move-out process, please contact [Name/Property Manager] at [Phone Number] or [Email].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Landlord Name]

[Contact Information]