

[Sender Name/Company Name]
[Sender Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Tenant Business Name]
[Tenant Address/Suite Number]
[City, State, Zip Code]

RE: Advisory Notice Regarding Proposed Leasehold Improvements and Nonconforming Use

Dear [Tenant Name],

This letter is in reference to your recent request for leasehold improvements at the property located at [Property Address].

Upon review of your proposed architectural plans and intended business operations, it has come to our attention that the proposed modifications or activities may constitute a "Nonconforming Use" under current local zoning ordinances and building codes.

Please be advised of the following:

- **Zoning Compliance:** The proposed improvements do not currently align with the [Zone Designation] requirements for this district.
- **Permit Requirements:** No construction or demolition may begin until you have obtained a formal Variance or Conditional Use Permit (CUP) from the [City/County] Planning Department.
- **Risk of Enforcement:** Proceeding without proper municipal approval may result in fines, legal action, or a requirement to restore the premises to its original condition at your sole expense.
- **Landlord Consent:** Pursuant to Section [Section Number] of your Lease Agreement, Landlord approval for improvements is contingent upon your ability to demonstrate full legal compliance with all local laws.

We recommend that you consult with a land-use attorney or a professional architect to address these nonconforming issues with the local building authority. Please provide our office with copies of any submitted applications or granted permits before any work commences.

This letter serves as a formal advisory and does not constitute a waiver of any rights under the Lease Agreement.

Sincerely,

[Signature]

[Printed Name]

[Title/Landlord/Property Manager]