

[Landlord Name]  
[Landlord Address]  
[City, State, Zip Code]  
[Date]

[Tenant Name]  
[Business Name]  
[Property Address]  
[Unit Number]

**RE: NOTICE OF NON-RENEWAL OF LEASE**

Dear [Tenant Name],

Please be advised that [Landlord/Company Name] will not be renewing your commercial lease agreement for the property located at [Property Address]. Your current lease term is scheduled to expire on [Lease End Date].

This decision is based on repeated failures to maintain the premises in accordance with the maintenance standards outlined in Section [Section Number] of your Lease Agreement. Specifically, the following maintenance issues have remained unresolved despite previous notices:

- [Description of Maintenance Failure 1]
- [Description of Maintenance Failure 2]
- [Description of Maintenance Failure 3]

You are required to vacate the premises and return all keys no later than 11:59 PM on [Lease End Date]. Please ensure the property is cleared of all trade fixtures and personal property, and is left in a "broom clean" condition as per the move-out requirements.

A final inspection of the property will be conducted on [Inspection Date/Time]. Please contact [Contact Name] at [Phone/Email] to coordinate the handover of the keys.

Sincerely,

[Signature]  
[Printed Name]  
[Title/Landlord]