

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

[Tenant Name]
[Business Name]
[Property Address]
[City, State, Zip Code]

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 premises located at [Property Address].

According to the terms of your lease dated [Lease Start Date], your tenancy will officially expire on [Lease End Date]. You are required to vacate the premises and return all keys no later than [Time] on that date.

This notice serves as the formal [Number of Days]-day notice required under your lease agreement and local laws. Please ensure the following before your departure:

- All personal property and equipment are removed from the unit.
- The premises are left in a clean and "broom-swept" condition.
- Any damage beyond normal wear and tear is repaired.
- A final walkthrough is scheduled with management on [Date/Time].

Following a final inspection, your security deposit will be processed in accordance with the lease terms and sent to your forwarding address: [Forwarding Address].

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

Sincerely,

[Signature]

[Landlord/Property Manager Printed Name]