

Date: [Insert Date]

To:

[Tenant/Business Name]

[Business Address]

[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Contact Name],

Please be advised that [Landlord/Company Name] will not be renewing your lease agreement for the premises located at [Address of Leased Property], which is currently set to expire on [Lease Expiration Date].

This decision is based on the identification of prohibited business operations being conducted on the premises. Specifically, the following activities have been observed which violate the terms of your lease agreement and/or building policies:

- [Description of Prohibited Activity 1]
- [Description of Prohibited Activity 2]

You are required to vacate the premises and remove all personal property no later than 11:59 PM on [Lease Expiration Date]. Please return all keys and access devices to the management office upon your departure.

A move-out inspection will be scheduled for [Date/Time]. Please ensure the premises are left in the condition required by your lease agreement to avoid deductions from your security deposit.

If you have any questions regarding this notice, please contact [Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Company Name]