

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[Unit/Suite Number]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant Name],

Please be advised that [Landlord/Property Management 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 Expiration Date]. You are required to vacate the premises and return all keys no later than [Time] on that date.

This decision has been made due to the continued presence of unrepaired damages to the property, specifically [Description of Damage], which occurred on or about [Date of Damage/Discovery]. Despite previous notices regarding your obligation to maintain and repair the premises under Section [Section Number] of your lease agreement, these repairs have not been completed to a satisfactory standard.

Prior to your departure, a final walk-through inspection will be conducted on [Date] at [Time]. Please ensure that all personal property is removed and the unit is left in a broom-clean condition.

Your security deposit of \$[Amount] will be handled in accordance with the terms of your lease and local laws. Deductions may be made for the aforementioned unrepaired damages, outstanding rent, or cleaning fees.

Please direct all future correspondence and delivery of keys to [Contact Name/Address].

Sincerely,

[Signature]

[Printed Name]

[Landlord/Property Manager Title]

[Phone Number]