

**DATE:** [Insert Date]

**TO:**

[Tenant Name]

[Business Name]

[Property Address/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 premises located at [Property Address], which is currently set to expire on [Lease End Date].

This decision is based on the continued failure to provide the required annual Fire Alarm System Certification for your unit, as mandated by Section [Insert Section Number] of your lease agreement and local fire safety ordinances. Despite previous requests dated [Insert Dates of Previous Notices], we have not received the necessary documentation proving that the life safety systems in your space have been inspected and certified by a licensed professional.

As a result of this safety compliance violation, you are required to vacate the premises no later than 11:59 PM on **[Lease End Date]**.

Prior to your departure, please ensure that:

- All personal property is removed from the unit.
- The premises are left in a clean and broom-swept condition.
- All keys and access badges are returned to the management office.

A move-out inspection will be scheduled for [Insert Date/Time]. Please contact our office at [Phone Number] or [Email Address] to confirm your move-out arrangements.

Sincerely,

[Your Name]

[Your Title]

[Company Name]