

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Counterparty Name]

[Counterparty Company Name]

[Counterparty Address]

[City, State, Zip Code]

**Re: Non-Engagement Regarding Proposed Commercial Lease for [Property Address/Suite Number]**

Dear [Counterparty Name],

Thank you for the opportunity to discuss the potential commercial lease of the property located at [Property Address].

After careful consideration of your proposal and our current business requirements, we have decided not to proceed with the lease negotiations or enter into a formal agreement at this time.

Please be advised that this letter serves as formal notice that no landlord-tenant relationship has been established. Our discussions to date have been preliminary, and neither party is bound by any terms discussed during our negotiations.

We will return any confidential documents or proprietary information provided by your office under separate cover, and we request that you do the same with any materials we have provided.

We appreciate your time and interest, and we wish you the best in securing a suitable tenant for the premises.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]