

Commercial Property Non-Renewal Notice Form Sample

This **commercial property non-renewal notice form sample** provides a clear template for landlords and tenants to formally communicate the decision not to renew a lease agreement. It ensures all necessary legal details are included, facilitating a smooth transition at the lease end. Using this sample helps prevent misunderstandings and protects both parties' rights.

Non-Renewal Notice

Date: _____

To: [Tenant's Name]

Address: [Tenant's Address]

From: [Landlord's Name]

Address: [Landlord's Address]

Re: Non-Renewal of Lease for Commercial Property Located at [Property Address]

Dear [Tenant's Name],

This letter serves as formal notice that the current lease agreement for the commercial property located at **[Property Address]**, which is set to expire on **[Lease Expiration Date]**, will not be renewed. Pursuant to the terms of the lease agreement and in accordance with applicable laws, this notice is provided **[X]** days prior to the lease expiration date.

Please ensure that the property is vacated on or before **[Lease Expiration Date]**. Kindly remove all personal belongings, return all keys, and leave the premises in the required condition as specified in the lease agreement.

Should you have questions regarding the move-out process or final inspection, please contact me at **[Landlord's Phone/Email]**.

Thank you for your tenancy.

Sincerely,

[Landlord's Name/Signature]

[Date]

This template is for informational purposes only and does not constitute legal advice. Consult with a qualified attorney before sending or using this form.