

# Non-Renewal Notice

Date: [Insert Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

We are writing to inform you that we will not be renewing your commercial lease for the property located at [Property Address]. The current lease term will expire on [Lease Expiration Date]. According to the terms of the lease agreement, we are providing you with this notice [number of days, typically 30 or 60 days] prior to the expiration date.

Should you have any questions or require further clarification, please feel free to contact us at [Landlord's Phone Number] or [Landlord's Email Address].

Thank you for your understanding.

Sincerely,

[Landlord's Name]  
[Title/Position, if applicable]  
[Landlord's Company Name, if applicable]