Mr John Max,

Managing Director  
ZYX Services, Inc.  
234 Drive Hill Street  
Knoxville, LA 65236

DD/MM/YYYY

Mr Herbert Rath, Owner  
Commercial Properties, Inc.  
546 Marksville Drive  
Knoxville, LA 65236

Re: Non Renewal of Lease

Dear Mr. Rath,

Dear Mr. Stamp,

The business lease contract entered into on DD/MM/YYYY, is set to expire on DD/MM/YYYY. I’m writing this letter to inform you that I would not be renewing the lease for the business property situated at 234 Drive Hill Street. During March, we will be shifting to our new location. My company has gained success over the last two years. Your office space has served us well but, we have decided to build a new a new office which is closer to our customer base. As of DD/MM/YYYY, the official address of ZYX Services Inc. will be 84 Riverside Drive, LA 24680. After this, please send in all your correspondence to our new address, Mr. John Lord, facility department manager.

According to our rental contract, the last month’s rent was paid off in advance during our first month of occupancy. With your permission, we made several improvements, to the property. As agreed by you, these improvements are considered fixed and will remain with the place even after we vacate the office. We have taken great care of the property and will be leaving the property clean and ready for the next tenant. We like to have the final inspection of office during the last week of March. You can contact Mr.John to schedule a time that is acceptable to you. Feel free to call Mr. John or me if you have any questions.

Sincerely,

John Max