

Lease Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally notify you of my intention to terminate the lease for the commercial space located at [Property Address], effective [Termination Date]. This decision has not been made lightly, but due to [brief explanation of reason], it has become necessary.

As per the lease agreement, I am providing you with [notice period] notice of this termination. I request that you confirm the receipt of this letter and acknowledge the termination date.

Please inform me about the process for returning the security deposit and any other necessary procedures to complete this termination smoothly.

Thank you for your understanding. I appreciate your cooperation in this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]