

Office Space Leasing Termination Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Landlord's Name],

This letter serves as a formal notice of termination for the lease agreement for the office space located at [Office Address], which is set to terminate on [Lease End Date]. In accordance with the lease terms, I am providing [number of days] days' notice.

We appreciate the time we've spent in the space, but due to [brief reason for termination], we have decided to vacate the premises. Please let us know the procedure for returning the keys and the final inspection of the premises.

Thank you for your understanding. We look forward to your confirmation.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]