

Commercial Lease Termination Notice

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

To: [Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as a formal notice of termination of the commercial lease agreement dated [Insert Lease Start Date], for the premises located at [Insert Premises Address]. In accordance with the lease agreement and applicable laws, we hereby provide you with [Insert Number of Days] days' notice of termination.

Your final day of occupancy will be [Insert Final Day of Occupancy]. We request that you vacate the premises by this date and return all keys and access devices.

Should you have any questions regarding this notice, please do not hesitate to contact us at [Landlord's Phone Number] or [Landlord's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Landlord's Name]

[Landlord's Title]

[Landlord's Company Name]

[Landlord's Phone Number]

[Landlord's Email Address]