

# Early Termination of Commercial Lease

[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],

I hope this message finds you well. I am writing to formally notify you of my intention to terminate the commercial lease for [Lease Address], which is set to expire on [Lease Expiration Date]. As per the terms of our lease agreement, I am providing you with [number] days notice, with the intended termination date being [Termination Date].

This decision has not come easily, but due to [brief explanation of reason for early termination], I believe it is in my best interest to seek alternative arrangements.

Please let me know the next steps regarding the termination process and any final responsibilities I may have before the lease concludes. I appreciate your understanding and cooperation in this matter.

Thank you for your attention. I look forward to your prompt response.

Sincerely,  
[Your Name]