

# Formal Request for Lease Termination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord's Name]

[Landlord's Company/Organization]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally request the termination of the commercial lease agreement dated [Insert Lease Start Date] for the premises located at [Insert Lease Address]. After careful consideration, I have decided that it is in the best interest of my business to vacate the premises effective [Insert Termination Date].

According to the terms of our lease, I am providing [Insert Notice Period, e.g., 30 days] notice of my intent to terminate the lease. I appreciate the support provided during my time at the location, and I hope to ensure a smooth transition.

Please let me know the necessary steps I need to take in order to finalize this termination and any relevant procedures to follow for the return of my security deposit.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company Name, if applicable]