

[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],

Subject: Notice of Intent to Terminate Lease

I am writing to formally notify you of my intent to terminate the commercial lease dated [Lease Start Date] for the premises located at [Property Address]. According to the lease agreement, I am providing [number of days, e.g., 30 days] notice, which fulfills the notice requirement outlined in our lease.

The termination will be effective on [Termination Date]. I will ensure that the premises are vacated by this date and will return all keys and access codes to you at that time.

Thank you for your understanding, and please feel free to contact me if you have any questions or need further information.

Sincerely,

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