

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

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

## **Subject: Termination of Commercial Lease Due to Breach**

Dear [Tenant's Name],

I am writing to formally notify you of the termination of the commercial lease agreement dated [lease start date] for the property located at [property address]. This termination is due to your breach of the lease terms as outlined below:

- [Specify the breach, e.g., failure to pay rent, unauthorized alterations, etc.]
- [Provide additional breaches if applicable]

As per the lease agreement, you are required to remedy these breaches within [number of days] days of this notice. However, as of this date, the breaches remain unaddressed.

Consequently, I hereby terminate the lease effective immediately. Please ensure that you vacate the premises by [final date for vacating], and return all keys and any property belonging to the landlord.

If you have any questions or wish to discuss this matter further, please contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]