

Commercial Lease Agreement Termination Notice

Date: [Insert Date]

To:

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as formal notice of termination of the commercial lease agreement dated [Insert Lease Start Date] for the premises located at [Insert Property Address]. In accordance with the terms outlined in the lease agreement, this notice is provided [insert number of days, e.g., "30 days"] prior to the termination date, which will be [Insert Termination Date].

All obligations under the lease agreement, including the payment of rent and any other charges, must be fulfilled until the termination date. Please ensure that you vacate the premises by this date, leaving the property in good condition.

If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]