

Early Termination Notice

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I am writing to formally notify you of my intention to terminate the commercial lease agreement dated [Insert Lease Date], for the premises located at [Insert Address]. According to the terms outlined in our agreement, I am providing you with [Insert Notice Period, e.g., 30 days] notice of this early termination.

The reason for this decision is [Briefly explain reason, e.g., business restructuring, financial difficulties, etc.]. I have greatly appreciated the opportunity to operate in your premises and value the relationship we have maintained.

I will ensure that the property is returned in good condition and will fulfill my obligations regarding any outstanding payments or legal requirements under the lease. Please let me know how you would like to handle the final inspection and any other necessary procedures.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Your Contact Information]