

[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],

I am writing to formally notify you of my intent to terminate the commercial rental agreement for the property located at [Property Address], effective [Termination Date]. In accordance with the terms of our lease, I am providing this notice [number of days/months] in advance.

It has been a pleasure to occupy the premises; however, due to [reason for termination, e.g., changes in business needs, financial constraints, etc.], I find it necessary to discontinue my tenancy.

Please advise on the steps required for the termination process and any necessary arrangements for the return of my security deposit.

Thank you for your understanding. I appreciate your cooperation during this transition.

Sincerely,

[Your Name]  
[Your Title (if applicable)]  
[Your Company Name (if applicable)]