

Lease Termination Letter

Date: [Insert Date]

[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 lease agreement for the commercial property located at [Property Address], as per the terms outlined in our lease dated [Lease Start Date]. In accordance with the notice period specified in our agreement, this letter shall serve as my [number of days] days' notice.

The lease will terminate effective [Termination Date]. Please let me know how you would like to handle the return of the security deposit and any final inspections of the premises.

Thank you for your understanding and cooperation. I appreciate the opportunity to have leased the space.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]