

Notification of Lease Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel the commercial lease for the property located at [Property Address]. In accordance with the lease agreement, this notice serves as my [number of days notice required] days' notice of termination.

The last day of occupancy will be [Last Occupancy Date]. I will ensure that the premises are returned in accordance with the terms outlined in our lease agreement.

If you have any questions or require further information, please feel free to contact me at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]