

Notice of Surrender of Commercial Property

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 surrender the commercial property located at [Property Address] in accordance with the terms of our lease agreement dated [Lease Start Date].

In compliance with the notice period stipulated in our lease, I intend to vacate the premises on or before [Vacate Date].

I will ensure that the property is returned in good condition. Please let me know a convenient time for you to conduct a final inspection of the property.

Thank you for your cooperation.

Sincerely,

[Your Name]