

Commercial Lease Termination Agreement

Date: [Insert Date]

From:

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Dear [Tenant's Name],

This letter serves as a formal notification of the termination of the commercial lease agreement dated [Insert Lease Date] for the property located at [Insert Property Address].

According to the terms of the lease agreement and in compliance with local laws, we hereby provide you with [Insert Notice Period, e.g., 30 days] notice, making the effective termination date [Insert Termination Date].

Please ensure that the premises are vacated by this date, and any outstanding rent payments are settled. We request that you leave the property in good condition, as per the terms of the lease.

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

Thank you for your cooperation.

Sincerely,

[Landlord's Signature]
[Landlord's Name]