

Commercial Lease Termination Letter

Date: _____

To: [Tenant's Name]

[Tenant's Address]

From: [Landlord's Name]

[Landlord's Address]

Subject: Termination of Commercial Lease

Dear [Tenant's Name],

This letter serves as formal notice for the termination of the commercial lease agreement dated [Lease Start Date] for the premises located at [Leased Property Address]. In accordance with Section [Specify Section] of our lease agreement, we are providing you with [number of days, typically 30 or 60] days' notice of termination.

Please ensure that you vacate the premises by [Termination Date]. On or before this date, please return all keys and any other property belonging to the landlord.

Should you have any questions or require further clarification, please feel free to contact me at [Landlord's Phone Number] or [Landlord's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Landlord's Signature]

[Landlord's Printed Name]

[Landlord's Company Name, if applicable]