

Commercial Lease Termination Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Subject: Notice of Commercial Lease Termination

Dear [Landlord's Name],

I am writing to formally notify you of my intention to terminate the commercial lease agreement for [Property Address], effective [Termination Date]. As per the terms outlined in our lease agreement, I am providing you with the required notice period of [Notice Period] days.

Lease Agreement Details:

- Tenant Name: [Your Company Name]
- Property Address: [Property Address]
- Lease Start Date: [Lease Start Date]
- Lease End Date: [Lease End Date]

I have thoroughly enjoyed my time as a tenant at the above-mentioned property. However, due to [Explain Reason for Termination, e.g., business relocation, downsizing, etc.], I find it necessary to terminate the lease agreement.

Please consider this letter as formal notice and a request to initiate the lease termination process. I kindly request you to schedule a joint inspection of the premises in the coming days to assess any necessary repairs or maintenance that may be required before the lease concludes.

I understand that there may be specific obligations, procedures, and requirements outlined in the lease agreement regarding the termination process. I am committed to fulfilling all such obligations and cooperating with you to ensure a smooth transition.

Please provide me with instructions on the next steps to finalize the lease termination. If there are any forms or documents that need to be completed, kindly forward them to me at your earliest convenience.

Thank you for your attention to this matter. I appreciate your understanding and cooperation during this transition period. Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [List any documents or items enclosed, if applicable]