

Professional letter notifying landlord of lease termination

Dear [Landlord Name],

I am writing to formally notify you of my intention to terminate the commercial lease for [Property Address] effective [Termination Date], in accordance with the terms of our lease agreement.

Please confirm the process for the return of the security deposit and any final inspections required. I will ensure that the premises are vacated and returned in good condition as stipulated in our lease.

Thank you for your cooperation and assistance.

Sincerely,

[Your Name]

[Business Name]

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