

Letter notifying landlord about termination due to business relocation

Dear [Landlord Name],

I am writing to formally terminate the lease for [Property Address], effective [Termination Date], as our business is relocating to a new location.

Please advise on the necessary steps for the final inspection and handover. I appreciate your cooperation and understanding during this transition.

Sincerely,

[Your Name]

[Business Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/commercial-lease-termination-letter>