

Commercial Lease Termination Letter

[Your Name/Business Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

Re: Termination of Commercial Lease for [Business Address]

I am writing to formally notify you of my intent to terminate the commercial lease agreement for the property located at [Commercial Property Address]. According to the terms of our lease, the agreement is set to expire on [Lease End Date], but due to [provide reason, e.g., relocation, business closure], I wish to terminate the lease early. My intended move-out date is [Desired Move-Out Date].

Please let me know if there are any obligations or procedures I need to follow to facilitate this early termination. I will ensure the premises are vacated and returned in good condition as per the lease requirements.

Thank you for your attention to this matter. I look forward to your confirmation and any further instructions.

Sincerely,

[Your Name/Business Name]