

[Your 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 Agreement

I am writing to formally notify you of the termination of the commercial lease agreement for [Property Address], dated [Lease Start Date], in accordance with the terms outlined in the lease.

As per the lease agreement, I am providing [number of days] days' notice of termination, with the lease ending on [Termination Date]. I intend to vacate the premises by this date.

Please let me know a suitable time for us to conduct a final walkthrough and discuss the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]