

[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],

Subject: Termination of Business Lease

I am writing to formally notify you of my intention to terminate the lease agreement dated [Lease Start Date] for the premises located at [Premises Address]. In accordance with the terms outlined in our lease agreement, I am providing [number of days] days' notice of termination. The effective date of termination will be [Effective Termination Date]. I will ensure that the premises are vacated and returned to you in accordance with the conditions specified in our lease.

Please let me know if you would like to schedule a walk-through of the premises to discuss any necessary arrangements regarding the return of the security deposit.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]