

[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

I am writing to formally notify you of my intention to terminate the commercial lease for the property located at [Property Address], effective [Termination Date]. As per the terms of our lease agreement, I am providing [Notice Period, e.g., 30 days] notice. Please let me know the arrangements for the return of my security deposit and any final inspections required.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title (if applicable)]
[Your Company Name (if applicable)]