

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord Name/Property Management Company]
[Landlord Address]
[City, State, Zip Code]

RE: Notice of Termination of Commercial Lease

Dear [Landlord Name],

Please accept this letter as formal notification that [Your Company Name] will be terminating the lease agreement for the premises located at [Property Address].

In accordance with the terms set forth in our lease agreement dated [Start Date of Lease], specifically Section [Section Number regarding termination], I am providing [Number of Days] days' notice. Our final day of occupancy will be [Final Date of Lease/Move-out Date].

We intend to vacate the premises and return the keys by the aforementioned date. We will ensure the property is cleared of all equipment and debris, and left in the condition required by the lease agreement.

Please contact me at [Your Phone Number] to schedule a final walk-through inspection and to discuss the return of our security deposit in the amount of \$[Amount]. The deposit can be forwarded to our new address at: [Forwarding Address].

Thank you for your cooperation during our tenancy.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]