

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

[Date]

[Tenant Name]
[Tenant Business Name]
[Property Address]
[Suite/Unit Number]
[City, State, Zip Code]

**RE: SIXTY (60) DAY NOTICE TO TERMINATE MONTH-TO-MONTH
COMMERCIAL LEASE**

Dear [Tenant Name],

This letter serves as formal written notice that [Landlord Name/Company Name] is electing to terminate your month-to-month commercial lease agreement for the premises located at [Property Address].

In accordance with the terms of your lease agreement and local law, you are hereby required to vacate the premises and deliver possession to the Landlord no later than sixty (60) days from the date of this notice, which is **[Insert Move-Out Date]**.

Please ensure that by the aforementioned date:

- All personal property and equipment are removed from the premises.
- The unit is cleaned and returned in the condition required by the lease agreement.
- All keys, security badges, and remotes are returned to [Location/Person].

A final walkthrough of the property will be scheduled for [Date/Time]. Please contact me at [Phone Number] to confirm this appointment or to discuss any questions regarding the move-out process.

The security deposit of \$[Amount] will be handled and returned in accordance with the terms of your lease agreement and applicable state law, minus any deductions for unpaid rent or damages beyond normal wear and tear.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Position]