

COMMERCIAL LEASE TERMINATION

From

Date: _____, 20____

RE: OFFICIAL NOTICE TERMINATING A COMMERCIAL LEASE

Dear _____,

This letter is in reference to the lease signed on _____, 20____
between _____ (“Landlord”) and _____
 (“Tenant”).

During this time, it has been a great pleasure renting the property, although, it has become apparent that we wish to terminate the lease for the following reasons:

We wish that the move-out date is _____, 20____, and after repossession of the property that any available security deposit is returned as soon as possible.

I want to thank you for the excellent landlord-tenant relationship through the term of the lease and wish another tenant treats the facilities in the same respect.

Sincerely,

