**OFFICIAL NOTICE OF TERMINATION**

From

[SENDER'S NAME]

[SENDER'S STREET ADDRESS]

[SENDER'S CITY, STATE]

[SENDER'S ZIP CODE]

Date: [DATE OF THIS LETTER]

**RE: COMMERCIAL LEASE TERMINATION**

Dear [RECIPIENT'S NAME],

This letter is in reference to the following commercial lease agreement:

Property Address: [PROPERTY ADDRESS]

Landlord: [LANDLORD'S NAME]

Tenant: [TENANT'S NAME]

Lease Start Date: [LEASE START DATE]

|  |
| --- |
| **REASON FOR TERMINATION** |
| [DESCRIBE THE REASON(S) FOR TERMINATION] |

It is our preference that the lease end date is on [LEASE END DATE] that allows the Tenant to vacate the property.

If you have any questions about this termination letter, feel free to contact me at any of the following below:

Phone: [PHONE]

E-Mail: [E-MAIL ADDRESS]

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)