

# OFFICIAL NOTICE OF TERMINATION

From

Date: \_\_\_\_\_

**RE: COMMERCIAL LEASE TERMINATION**

Dear \_\_\_\_\_,

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

Property Address: \_\_\_\_\_

Landlord: \_\_\_\_\_

Tenant: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_

REASON FOR TERMINATION

It is our preference that the lease end date is on \_\_\_\_\_, 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: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Sincerely,

\_\_\_\_\_