

Commercial Lease Termination Notice Form Sample

This **commercial lease termination notice form sample** provides a clear and legally sound template for ending a commercial rental agreement. It ensures both landlords and tenants communicate the termination effectively to avoid misunderstandings. Use this form to officially notify the other party of lease termination within the required notice period.

To:

[Landlord or Tenant's Name]
[Address]
[City, State, ZIP Code]

From:

[Your Name]
[Address]
[City, State, ZIP Code]

Date:

[Date of Notice]

Subject:

Notice of Termination of Commercial Lease

Property Address:

[Leased Property Address]
[City, State, ZIP Code]

Dear [Landlord/Tenant],

This letter serves as formal notice of termination of the lease agreement for the property listed above, in accordance with the terms and conditions of our lease dated [Original Lease Date].

In compliance with the required notice period of [Number of Days/Months] stipulated in our agreement, this notice shall serve to terminate the lease effective as of [Termination Date]. I request that any further instructions regarding move-out procedures and the return of any security deposit be forwarded at your earliest convenience.

Please consider this notice as final. Should you have any questions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]
[Your Signature, if sending a printed copy]

Acknowledgement of Receipt

Landlord/Tenant Signature: _____
Date: _____