

Notice to Vacate Form Sample for Commercial Property

The **notice to vacate form sample for commercial property** provides a clear template for landlords and tenants to formally communicate the intention to end a lease agreement. It ensures all necessary legal information is included, helping to avoid disputes. This document streamlines the transition process for both parties involved.

Sample Notice to Vacate Form (Commercial Property)

Date:

To (Landlord's Name):

Landlord's Address:

From (Tenant's Name/Business):

Tenant's Address:

Leased Property Address:

Dear ,

This letter serves as formal notice of termination of the commercial lease agreement for the above-referenced property.

In accordance with the terms of the lease agreement, I/we hereby give notice of my/our intention to vacate the premises effective on .

Please advise regarding the move-out procedure and the inspection schedule, as well as the return of the security deposit.

Thank you for your cooperation.

Sincerely,

Note: This is a sample template and may need to be modified to meet local laws and lease agreement terms. Consult with a legal professional before use.