

COMMERCIAL LEASE TERMINATION REQUEST

_____, 20____

Landlord: _____

Address: _____

Dear _____,

Subject: Notice of Commercial Lease Termination

This letter serves as an official written notice and request to terminate the Commercial Lease Agreement dated _____ for the premises located at _____ [Rental address] (the "Lease"). We intend to vacate the premises by _____ [Date].

We request to terminate the Lease because _____

_____.

Security Deposit (Check one)

- We understand that we will forfeit the security deposit as stipulated in the Lease.
- Please return the security deposit and send all notices required under the Lease and state and local law to: _____ [Name] located at _____ [Address].
- Other: _____

Please contact us if you have any questions, or require further information.. We appreciate your cooperation and prompt attention to this matter.

Sincerely,

Tenant Signature

Tenant Name

Tenant Name

**Tenant Representative
Signature**

**Tenant Representative
Name and Title**

