

State of _____

TENANT'S NOTICE OF TERMINATION

_____, 20____

VIA

- ☐ Personal Delivery
- ☐ Substituted Delivery
- ☐ Posted Delivery
- ☐ First Class Mail
- ☐ Registered Mail
- ☐ Certified Mail
- ☐ Other: _____

Landlord: _____

Address: _____

Dear _____:

This letter is to notify you that I/we are terminating the Commercial Lease Agreement dated _____, 20____ for _____ [Property address] (the "Lease") and intend to vacate the premises (Check one) ☐ before the expiration of ☐ at the end of the Lease term on _____, 20____, and by _____:_____ AM/PM on such date. I/We are terminating the Lease because: (Check one)

- ☐ I am choosing not to renew the lease
- ☐ You have not properly cared for the premises
- ☐ You have breached a clause in the commercial lease agreement
- ☐ You are selling the property
- ☐ You are choosing not to renew the lease
- ☐ A natural disaster has made the property uninhabitable
- ☐ I have been called to active military duty
- ☐ Other: _____

We agree to return the premises in a condition as stipulated in the Lease, including the removal of all tenant improvements, unless otherwise agreed.

All outstanding lease obligations will be settled in accordance with the terms of the Lease, including any unpaid rent, taxes, and fees up to the termination date.

Please return the security deposit and send all notices as required under the Lease and state and local law to: _____ [Name and address]

Please feel free to contact us if you have any questions, or if we can provide any further information.



Sincerely,

<hr/>	<hr/>	<hr/>
Tenant Name	Tenant Representative Signature	Tenant Representative Name and Title
<hr/>	<hr/>	<hr/>
Tenant Name	Tenant Representative Signature	Tenant Representative Name and Title



PROOF OF SERVICE

I, the undersigned, being at least 18 years of age, declare under penalty of perjury under the laws of the State of _____ that I served a true copy of the attached Notice of Termination as follows:

Date: _____

Name: _____

Address: _____

Method of Service:

- ☐ Substituted Delivery
- ☐ Personal Delivery
- ☐ Posted Delivery
- ☐ First Class Mail
- ☐ Registered Mail
- ☐ Certified Mail

Signed by: _____

Print Name: _____

Date: _____



ACKNOWLEDGEMENT OF NOTARY PUBLIC

State of _____)

)

County of _____)

On this day, personally appeared before me, _____, to me known to be the person(s) described in and who executed the within instrument, and acknowledged that they signed the same as their voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed on this day of _____, 20____.

Signature

Notary Public

My Commission Expires: _____

