**Commercial Lease Termination Letter Template**

Date:

Your name:

Your address:

Landlord's name:

Landlord’ address:

Dear John Smith,

This letter is to notify you of our intention to vacate the property we currently occupy at [ADDRESS].

Please accept this letter as the 4-week notice of my intention to vacate the property on (date), as required by clause 20 of our lease agreement. We will be vacating the said property and will return the keys on [DATE]

Please note that the tenancy will terminate on this date in accordance with clause 20.

Please contact me on (your phone number) during work hours to arrange a mutually convenient time

fora final inspection.

Sincerely,

[YOUR NAME]