

Drafting a commercial lease early termination letter to a landlord involves clear communication and understanding of the lease terms. It's a formal request to terminate a commercial lease before the agreed-upon end date. Here are eight templates for writing such a letter, each designed to address different situations you might encounter.

## Purpose of a Commercial Lease Early Termination Letter

The purpose of a commercial lease early termination letter is to formally request the termination of a commercial lease agreement before its scheduled expiration. This letter serves to provide a clear record of the tenant's intention, reasons for leaving, and proposed terms for ending the lease agreement.

## Key Elements of a Commercial Lease Early Termination Letter

- **Clear Identification:** Include your name, business name, and contact information, as well as the landlord's details.
- **Lease Reference:** Reference the original lease agreement, including the start date and lease term.
- **Reason for Termination:** Clearly state your reason for requesting early termination.
- **Proposed End Date:** Specify the date you propose to end the lease.
- **Financial Considerations:** Address any financial aspects related to the early termination, such as penalties, remaining rent, or deposit return.
- **Legal Clauses:** Reference any clauses in your lease agreement that support your request for early termination.

– **Request for Response:** Ask for a formal response or a meeting to discuss the termination.

## Tips for Writing a Commercial Lease Early Termination Letter

1. **Be Professional and Polite:** Maintain a respectful and professional tone throughout the letter.
2. **Be Clear and Concise:** Clearly state your intention to terminate the lease early and your reasons.
3. **Review Lease Terms:** Understand and reference specific terms in your lease that pertain to early termination.
4. **Offer Solutions:** Propose solutions like finding a replacement tenant or paying a termination fee.
5. **Keep Records:** Keep a copy of the letter and any communication for your records.
6. **Send the Letter in a Timely Manner:** Give your landlord enough notice as required by your lease.
7. **Seek Legal Advice:** Consider consulting with a lawyer to understand your rights and obligations.

## Template 1: Financial Hardship

[Your Name]  
[Business Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Landlord's Name]  
[Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to request an early termination of our commercial lease agreement dated [Lease Start Date] for [Property Address]. Due to unforeseen financial hardships, specifically [briefly describe the financial issues], continuing to lease the premises is no longer feasible for our business.

We propose to terminate the lease effective [Proposed End Date], allowing sufficient time for us to vacate the premises. We understand this request is not in line with our lease terms and are prepared to discuss any financial compensation required.

Your understanding and cooperation in this matter are highly appreciated. Please let us know a convenient time to discuss the next steps.

Sincerely,

[Your Name]

## Template 2: Business Relocation

[Your Name]

[Business Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Landlord's Name]

[Address]

[City, State, Zip Code]

Dear [Landlord's Name],

This letter serves as a formal request to terminate our commercial lease agreement for [Property Address], which commenced on [Lease Start Date]. Due to a strategic business decision to relocate, we find it necessary to end our lease earlier than the agreed-upon date.

We propose [Proposed End Date] as the termination date and assure you that the premises will be left in good condition. We are willing to negotiate terms for early termination and ensure a smooth transition.

We request your understanding and would appreciate setting up a meeting to discuss this further.

Sincerely,

[Your Name]

## **Template 3: Change in Business Operations**

[Your Name]

[Business Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Landlord's Name]

[Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to discuss the possibility of terminating our lease agreement for [Property Address] earlier than the original end date of [Lease End Date]. Due to significant changes in our business operations, including [briefly describe changes], we must request an early lease termination.

We propose a termination date of [Proposed End Date] and are open to discussing any terms you may require for this request. We hope to reach a mutually agreeable solution and would like to schedule a meeting to discuss this matter.

Thank you for considering our request.

Sincerely,

[Your Name]

## **Template 4: Health or Personal Reasons**

[Your Name]

[Business Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Landlord's Name]

[Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I regret to inform you that I must request an early termination of our lease agreement for [Property Address] due to [health/personal reasons]. This decision was not made lightly but is necessary under the circumstances.

I propose [Proposed End Date] as the end date for our lease and am willing to adhere to any conditions that this early termination may entail. I would greatly appreciate your understanding and a chance to discuss this matter further.

Sincerely,

[Your Name]

## **Template 5: Breach of Lease Terms by Landlord**

[Your Name]  
[Business Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Landlord's Name]  
[Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to request an early termination of our commercial lease agreement for [Property Address], dated [Lease Start Date]. Unfortunately, there have been repeated instances where the terms of the lease have not been upheld on your part, specifically [mention specific breaches].

As a result, we find it necessary to terminate the lease early, with a proposed end date of [Proposed End Date]. We believe this action is justified based on the circumstances and would like to discuss the terms of this termination.

Please contact me to arrange a meeting to discuss this matter.

Sincerely,

[Your Name]

## **Template 6: Business Closure**

[Your Name]  
[Business Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Landlord's Name]  
[Address]

[City, State, Zip Code]

Dear [Landlord's Name],

With regret, I write to inform you of our decision to close our business, which necessitates the early termination of our lease for [Property Address]. The lease, which began on [Lease Start Date], unfortunately, cannot be continued due to our business closure.

We propose [Proposed End Date] as the termination date and are prepared to discuss any necessary arrangements for vacating the premises. We hope for your understanding and a smooth termination process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

## **Template 7: Governmental or Legal Obligations**

[Your Name]  
[Business Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Landlord's Name]  
[Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

Due to recent changes in governmental regulations/legal obligations affecting our business, I am compelled to request

an early termination of our commercial lease for [Property Address], effective from [Lease Start Date].

These unforeseen circumstances have left us with no choice but to end the lease early, proposed for [Proposed End Date]. We are committed to complying with all necessary legal requirements and hope to resolve this matter amicably.

I look forward to discussing this with you and finding a mutually agreeable solution.

Sincerely,

[Your Name]

## Template 8: Building or Property Issues

[Your Name]

[Business Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Landlord's Name]

[Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to request an early termination of our lease at [Property Address], effective [Lease Start Date]. This request is due to ongoing issues with the building/property, such as [mention specific problems, e.g., structural issues, maintenance problems].

These issues have significantly impacted our ability to conduct business effectively. We propose a termination date of [Proposed End Date] and are open to discussing any terms associated with this early termination.



Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]