

# Commercial Lease Termination Letter

From,

Name of the Sender -----

Address -----

Contact No.-----

Date-----

To, –

Name of the Recipient-----

Address-----

Contact No.-----

Subject – Termination of the Commercial Lease Agreement

Dear {Name of the Recipient},

Hope you are doing well!

Our commercial lease agreement started with effect from DD/MM/YYYY. And, soon it is going to be expired on DD/MM/YYYY. With great regret, I would like to inform you that I don't intend to renew the lease agreement for the commercial property located at XYZ Road, QWERTY School, XXXXX – 000000.

The reason I want to do this is I am selling this property and going to some other location that's more convenient for my business.

Hope you will understand my intention behind doing the same.

Thanking you,

Your Property Manager

Name and Signature

