

[Your Name/Business Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name/Property Manager's Name]

[Landlord's Address]

[City, State, ZIP Code]

Subject: Notice of Lease Termination for [Property Address]

Dear [Landlord's Name/Property Manager's Name],

I am writing to formally notify you of my intent to terminate the lease agreement for the property located at [Property Address]. The lease agreement, dated [Lease Start Date], is currently set to expire on [Lease End Date]. However, due to [brief explanation, e.g., business challenges, landlord breach, etc.], I am requesting an early termination of the lease, effective [Proposed Termination Date].

As outlined in the lease agreement, I have reviewed the terms regarding early termination and believe that [insert justification if applicable, such as invoking a specific clause or citing a legal breach]. To ensure a smooth transition, I propose the following:

1. [Outline any proposed terms, such as paying an early termination fee, helping secure a replacement tenant, or offering a lump-sum payment.]
2. [List any actions you will take to mitigate the impact, such as maintaining the property condition until the proposed termination date.]

I am committed to making this process as seamless as possible and am open to discussing mutually agreeable terms. Please let me know if you would like to arrange a meeting to discuss this matter further.

Thank you for your understanding and cooperation. I look forward to your response.

Sincerely,

[Your Name]

[Your Business Name, if applicable]