[DATE]

Dear [RECIPIENT NAME],

On behalf of [NAME], I regret to inform you that we will be terminating the rental agreement dated [DATE 1] signed by me as [NAME 1]'s property management representative and you, the tenant. Due to [REASONS], we can no longer lease the space for your business.

We hope that you understand as this is a business decision by the landlord. Thank you for duly paying the rental fees each month, and for abiding by the rules set by the property managers. If you need a recommendation letter written to any prospective property lessor, we will be happy to provide you with one.

Please note that you will be given [NUMBER] days from the date you receive this letter to finalize the performance of any pending obligations on your part. Meanwhile, we will also make sure to return all deposits owed to you by us within the same time frame. Kindly return all copies of the keys to the property to me upon the date we meet for the signing of the closing agreement for this termination. Should you have any questions regarding this matter, my contact details are provided below.

Thank you for your utmost consideration. Good day.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]