

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Landlord or Property Manager Name]

[Company Name]

[Address]

[City, State, Zip Code]

**RE: Notice of Cancellation of Lease/Purchase Agreement - [Property Address]**

Dear [Name of Landlord or Seller],

I am writing to formally notify you of the cancellation of our agreement dated [Date of Agreement] regarding the commercial property located at [Property Address].

According to the terms specified in [Section/Clause Number] of our agreement, the commencement of this contract was contingent upon the delivery of a professional inspection report by [Agreed Deadline Date]. As of today, I have not received the required report.

Due to this failure to provide the inspection report within the agreed timeframe, I am exercising my right to terminate the agreement effective immediately.

Please confirm receipt of this letter and ensure that any deposits or earnest money held in escrow, amounting to \$[Amount], are returned to me within [Number] business days as per the contract terms.

Sincerely,

[Your Signature]

[Your Printed Name]