

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Termination of Lease and Settlement Offer for Breach of Lease

Dear [Tenant Name],

This letter refers to the commercial lease agreement dated [Start Date], for the premises located at [Property Address] (the "Lease").

As of the date of this letter, you are in breach of the Lease due to [Select: non-payment of rent / unauthorized alterations / failure to maintain insurance / other specific breach]. Specifically, the following amounts remain outstanding: \$[Amount].

Due to this material breach, Landlord hereby terminates your right to possession of the premises effective [Termination Date].

In the interest of avoiding formal litigation, Landlord is prepared to offer the following settlement terms for the early termination and full release of claims:

- **Vacation of Premises:** Tenant shall vacate and surrender the premises in "broom clean" condition no later than [Date].
- **Settlement Payment:** Tenant shall pay a one-time lump sum of \$[Amount] to the Landlord by [Date] as a settlement for unpaid rent and liquidated damages.
- **Security Deposit:** The security deposit in the amount of \$[Amount] shall be [Select: forfeited to the Landlord / applied toward the settlement payment].
- **Mutual Release:** Upon successful payment and vacation of the premises, both parties shall execute a mutual release of all further liabilities under the Lease.

This offer is made for settlement purposes only and is valid until [Expiration Date/Time]. If we do not receive your written acceptance by this time, Landlord reserves the right to pursue all legal remedies available, including eviction proceedings and a lawsuit for the full balance of the lease term, interest, and legal fees.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Landlord Name]

[Title]

ACCEPTED AND AGREED:

Signature: _____ Date: _____

Printed Name: [Tenant Name]