[Your Law Firm Name]
[Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord Name or Property Management Company]
[Landlord Address]
[City, State, Zip Code]

RE: NOTICE OF TERMINATION OF LEASE

Dear [Landlord Name],

Please accept this letter as formal notification that [Your Law Firm Name] will be terminating its lease for the commercial premises located at [Suite Number/Street Address], effective [Final Date of Occupancy].

This notice is being provided in accordance with Section [Insert Section Number] of our Lease Agreement dated [Original Lease Start Date], which requires [Number] days of advance notice prior to termination.

Our firm intends to vacate the premises and return the keys by [Time] on [Final Date of Occupancy]. We will ensure the office is cleared of all legal files, furniture, and equipment, and left in the condition required by our agreement.

Please contact us to schedule a final walk-through inspection of the property. Regarding our security deposit in the amount of $[Amount], please remit the balance to our new address at:

[New Law Firm Address]
[City, State, Zip Code]

If you have any questions or require further information, please contact [Contact Person Name] at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Partner]
[Your Law Firm Name]