

## **NOTICE TO QUIT AND SURRENDER POSSESSION**

Date: [Date of Notice]

To: [Tenant Name/Business Name]  
Attn: [Contact Person, if applicable]  
Address: [Property Address/Suite Number]  
[City, State, Zip Code]

### **RE: NOTICE OF LEASE DEFAULT AND TERMINATION OF POSSESSION**

Dear [Tenant Name],

This letter serves as formal notice that you are in default of your commercial lease agreement dated [Date of Original Lease] for the premises located at [Property Address].

The nature of your default is as follows: [Insert description of default, e.g., failure to pay rent for the months of January and February, or violation of Section X regarding property use].

As of the date of this letter, the total amount due and owing is \$[Total Amount Due], which includes:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

**TAKE NOTICE** that pursuant to the terms of your lease and local law, you are hereby required to:

[Option A: Cure the default by paying the full amount listed above or correcting the violation within (Number) days of receipt of this notice.]

[Option B: Vacate and surrender the premises immediately. Your lease is hereby terminated due to your failure to comply with the lease terms.]

If you fail to comply with this notice by [Deadline Date], the Landlord will initiate legal proceedings to regain possession of the premises, recover all unpaid rent, and seek damages, including attorney's fees and court costs as permitted by the lease agreement.

Please govern yourself accordingly.

Sincerely,

[Landlord/Property Manager Signature]  
[Printed Name]  
[Company Name]

[Phone Number]  
[Email Address]