

Tenancy Termination Agreement

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hereby acknowledge receipt of your notice to terminate the tenancy agreement dated [Insert Start Date of Tenancy]. This letter serves as confirmation that your tenancy at the property located at [Property Address] will officially terminate on [Termination Date].

Please ensure that you vacate the premises by this date and return all keys to the management. A final inspection will be conducted on [Insert Inspection Date]. Any damages or necessary repairs will be deducted from your security deposit as per the terms of our agreement.

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager's Name]

[Landlord/Property Manager's Address]

[Contact Information]