

Notice of Lease Termination

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter is to inform you that your lease at [Property Address] will be terminated effective [Termination Date]. This decision is in accordance with the terms outlined in your lease agreement.

Please ensure that you vacate the premises by the above-mentioned date and return all keys to the management office. Any personal belongings left after this date may be disposed of at our discretion.

If you have any questions or need further information, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Management Name]

[Contact Information]