

# Lease Termination Notice

Date: [Insert Date]

To: [Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as formal notice of termination of your lease for the property located at [Property Address]. The lease will terminate effective [Termination Date], in accordance with the terms specified in our lease agreement.

As per the lease agreement, we require [X days/weeks] notice prior to termination. Please ensure that you vacate the premises by the above-mentioned date and return all keys. You are also required to leave the property in its original condition, barring normal wear and tear.

Should you have any questions regarding the process or would like to discuss any concerns, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]