

Contract Termination Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally confirm the termination of the lease agreement dated [Insert Lease Start Date], concerning the property located at [Insert Property Address]. As per our discussions, the lease will terminate effective [Insert Termination Date].

Please ensure that all outstanding matters are settled before the termination date.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]