

Collaborative Lease Ending Agreement

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal agreement regarding the ending of the lease for the property located at [Property Address]. As per our discussions, we mutually agree to conclude the lease on [Ending Date].

We acknowledge that all terms of the lease will be honored until the ending date. Both parties will ensure that all necessary responsibilities are fulfilled, including but not limited to:

- Final inspections of the property
- Settlement of any outstanding payments
- Return of any keys or access devices

We appreciate the collaboration during your tenancy and wish you the best in your future endeavors. Please confirm your acceptance of this agreement by signing below.

Best Regards,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]

Agreed and Accepted:

[Tenant's Name] Date: _____