

Formal Confirmation of Lease Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Lease Cancellation

We hereby confirm that your request to cancel the lease agreement for the property located at [Property Address] has been processed. The lease cancellation is effective as of [Cancellation Effective Date].

Please ensure that all remaining possessions are removed from the premises by [Final Move-Out Date]. If you have any questions regarding the final inspection or the return of your security deposit, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]