

# Termination of Lease Agreement

Date: [Insert Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

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

Dear [Tenant's Name],

We are writing to formally notify you of the termination of your lease for the property located at [Property Address], effective [Termination Date]. In accordance with the terms of the lease, this letter serves as our official notice of your obligation to surrender possession of the premises by the aforementioned date.

We request that you vacate the premises and return all keys to our office by [Key Return Deadline]. Upon your departure, please ensure that the property is left in good condition, as specified in the lease agreement.

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

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Company Name]