

Mutual Rental Lease Termination Notice

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To:

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

This letter is to formally notify you that, both parties have mutually agreed to terminate the rental lease for the property located at [Property Address] effective [Termination Date].

In accordance with our lease agreement, we will ensure that all final payments and any necessary arrangements for moving out are completed before the termination date. Please ensure that the property is in good condition upon your departure.

If you have any questions or need further information regarding this process, feel free to contact me at your convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]