

# Lease Termination Acknowledgement

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We acknowledge receipt of your notice of lease termination dated [Insert Date of Notice]. Your lease for the property located at [Insert Property Address] will officially end on [Insert Lease End Date].

Please ensure that all personal belongings are removed by this date and that the property is returned in good condition. A final inspection will be scheduled for [Insert Inspection Date].

Thank you for your cooperation.

Sincerely,

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

[Landlord's Phone Number]