

# Lease Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## [Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

### **Subject: Lease Termination Notice**

Dear [Tenant's Name],

This letter serves as a formal notice of termination of your lease for the property located at [Property Address]. As per the terms of our lease agreement dated [Lease Start Date], I am providing you with [Number of Days] days notice, with an effective termination date of [Termination Date].

Please ensure that all your belongings are removed from the premises by the termination date. I would appreciate your cooperation in scheduling a move-out inspection on or before that date.

If you have any questions or need further assistance, please feel free to reach out to me at [Your Phone Number] or [Your Email Address]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]