

# Lease Conclusion Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Property Owner's Name]

[Property Owner's Address]

[City, State, Zip Code]

Dear [Property Owner's Name],

I am writing to formally conclude the lease agreement for the property located at [Property Address], which was signed on [Lease Start Date]. The lease is set to end on [Lease End Date], and I would like to confirm my intention to vacate the premises on that date.

In accordance with our lease terms, I will ensure that the property is returned in good condition and I will arrange for a final walkthrough at your convenience. Please let me know your available times for this appointment.

Additionally, I would appreciate it if you could provide details regarding the security deposit return process.

Thank you for your attention to this matter. I have enjoyed my time here and appreciate your support as a property owner.

Sincerely,

[Your Name]