

Notification of Lease Contract Termination

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

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

Dear [Tenant's Name],

This letter serves as formal notification of the termination of your lease contract for the property located at [Property Address]. According to the terms of the lease agreement, we hereby provide you with [insert notice period, e.g., 30 days] notice of termination.

Your last day of occupancy will be [insert termination date]. We request that you vacate the premises by this date and return all keys and any other property belonging to us.

If you have any questions or wish to discuss this matter further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]