

# Lease Termination Acknowledgment

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter is to confirm the receipt of your notice to terminate the lease agreement for the property located at [Property Address]. We acknowledge your request for termination effective on [Termination Date].

Please ensure that the property is vacated by the termination date and that it is in good condition, as per the terms of the lease agreement.

If you have any questions or require further assistance, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Company Address]

[City, State, Zip Code]