

Lease Termination Discussion Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally discuss the termination of my lease for the property located at [Property Address], which is set to expire on [Lease Expiration Date].

Due to [brief explanation of reason for termination, e.g., "personal circumstances," "job relocation," etc.], I am unable to continue my tenancy beyond the stated date. I would like to request a meeting at your earliest convenience to discuss the process for termination and any additional steps we need to take.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]