

# Leasing Rights Termination Notice

**Date:** [Insert Date]

**From:** [Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

**To:** [Tenant's Name]  
[Tenant's Address]  
[City, State, Zip]

Dear [Tenant's Name],

This letter serves as a formal notice of the termination of the leasing rights for the property located at [Property Address]. As per the terms of our lease agreement dated [Lease Start Date], this notice is provided [insert notice period, e.g., 30 days] prior to the termination date, which will be [Insert Termination Date].

Please ensure that the premises are vacated by the termination date. Any belongings left on the property after this date will be considered abandoned. Additionally, please settle any outstanding rent or utilities by that date.

If you have any questions or need further clarification, feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]