

# LEASE TERMINATION LETTER

State of \_\_\_\_\_

Effective Date: \_\_\_\_\_, 20\_\_\_\_

## RE: NOTICE TO TERMINATE LEASE

Dear \_\_\_\_\_,

This letter is to notify you that I intend to terminate my lease agreement dated on \_\_\_\_\_ 20\_\_\_\_ for the rental unit at \_\_\_\_\_. According to applicable law, the lease will be terminated \_\_\_ days from the date you receive this notice.

According to the lease agreement, there may be penalties for terminating the lease early. Please let me know the details of any fees or penalties that may apply so that I can make the necessary arrangements.

In the event that the tenant made any refundable deposits, they must be paid to (check one)

- A mailing address to be provided later by the Tenant.

- The mailing address of \_\_\_\_\_.

I would like to schedule a move-out inspection at a mutually convenient time in order to ensure that the rental unit is left in good condition. Please let me know what steps need to be taken in order to arrange for this inspection.

I have appreciated your cooperation during my tenancy and I apologize for any inconvenience that this may cause. Please let me know if there is anything else that I can do in order to facilitate a smooth move-out process.

Thank you for your attention to this matter.

Sincerely,

Sender's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## CERTIFICATE OF SERVICE

I, \_\_\_\_\_, hereby certify that on \_\_\_\_\_ 20\_\_\_\_, a true and correct copy of  
\_\_\_\_\_ was served upon \_\_\_\_\_ at  
\_\_\_\_\_ [Address of the recipient], by  
\_\_\_\_\_ [Method of Service].

\_\_\_\_\_ [Method of Service] may include any of the following:

First-Class Mail: The document was sent by first-class mail to the recipient's address.

Email: The document was sent by email to the recipient's email address.

Personal Delivery: The document was hand-delivered to the recipient in person.

Facsimile: The document was sent by fax to the recipient's fax number.

The document was served in accordance with the applicable laws and rules of [Jurisdiction].

This certificate is executed on \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_.

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

