

EARLY LEASE TERMINATION LETTER

Re: Notification of Lease Termination

Dear _____,

This letter, dated _____, 20____, will serve as my formal written notice and request to end the lease signed on _____, 20____ for the property located at _____, City of _____, State of _____, [Property Address].

It is my request due to _____ [Explain]

I sincerely hope you understand, and it is my plan to have the property vacated by _____, 20____.

Security Deposit (Check one)

- In addition, I/we will forfeit the security deposit.
- Please return the security deposit and send all notices required under the Lease and state and local

law to: _____ [Name], _____ [Address].

Other:

Feel free to contact me/us if you have any questions, or if I/we can provided any further information.

Very truly yours,

Signature _____ Date _____

Print Name _____