

Lease Termination Letter Template

[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]

Dear *[Tenant's Name]*,

I am writing to inform you that your lease agreement for the premises located at *[Property Address]*, signed on *[Lease Start Date]*, will be terminated effective *[Termination Date]*. This decision follows the terms outlined in our lease agreement and complies with *[applicable state/local law]*, which requires a *[notice period, e.g., 30-day]* notice period.

The reason for termination is *[specify reason, e.g., end of the lease term, need for property renovation, personal use of property, lease violations, etc.]*. Please refer to Section *[relevant section]* of the lease agreement, which discusses *[relevant information related to the termination grounds]*.

As stipulated in our lease, you are required to vacate the premises by the termination date mentioned above. Please ensure the property is returned in a clean and undamaged condition, as per the conditions stated in your lease agreement. An inspection of the premises will be scheduled shortly before your move-out date to ensure that all terms have been met.

Your security deposit will be returned to you within *[state-required time frame, e.g., 30 days]* after you vacate the premises, minus any deductions for damages or unpaid rent as stated in our lease agreement. Please provide a forwarding address where the deposit can be sent.

Should you have any questions or need clarification regarding this notice or the procedures detailed herein, do not hesitate to contact me directly at *[Your Phone Number]* or *[Your Email Address]*.

Thank you for your attention to this matter and for your tenancy thus far. We wish you all the best in your future endeavors.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]