

Lease Agreement Termination Letter

From,

[Sender's Name]

[Sender's Address]

[Sender's Phone Number]

Date: [.....]

To,

[Recipient's Name]

[Recipient's Address]

[Recipient's Phone Number]

SUBJECT: [.....]

Dear [Name of Recipient],

I am writing this letter to inform you of my intent to terminate the lease agreement on the apartment block at [Name of Estate and Location], which was signed on [Insert Date]. The lease agreement was automatically renewing every [Insert number of months].

The reason behind this decision is your violation of our lease agreement [Insert Clause Section], which prohibits the sale of drugs within the premises of the apartment. This violation has resulted in complaints from other tenants within the premises, hence, I would like you to vacate the apartment by [Insert Date], to provide vacancy for other tenants that will abide by leasing agreements.

Kindly provide me with your contact information and new address for refunding any security deposit in case there is any amount of money that should be refunded after proper inspection of the apartment for damages.

I would like to apologize for any inconveniences this might cause you but you are free to contact me for further inquiries about the lease agreement termination.

Sincerely,

[Name of Sender]

[Contact Information]

[Sender's Signature]