

Early Lease 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],

This letter shall constitute my official written notice and request to terminate the lease signed on [Date] for the property located at [Address of the Rental Property].

It is my request due to having lost my job and moving back to my home state. I hope you understand and it is my intention to have the property vacated by [Date]. In addition, it is my request that the security deposit be returned due to the property being left in perfect condition.

Sincerely,

[Name of Sender]

[Signature]