

Lease Termination Letter from Tenant to Landlord

From

[Name of Tenant]

[Address of Tenant]

[Contact Information]

Date: [.....]

To

[Name of Landlord]

[Address of Landlord]

[Contact Information]

SUBJECT: Lease Termination Letter

Dear Dr./Mr./Mrs./Ms. [Name of Landlord],

I am saddened to write to inform you that I am planning to vacate the flat I occupy currently at
[Insert Flat Number, Block Number, and Street Address]. My lease agreement will expire on the
[Lease Expiry Date]. I wish to vacate the apartment as soon as I can, as I need to relocate to a new city at the earliest.

Furthermore, I would also like to remind you about the security deposit I paid while renting the flat a few months ago. So, I urge you to kindly forward the sum of money to the same bank account within the specified time.

I appreciate your understanding on this matter. Thank you.

Yours Truly,

[Name of Tenant]

[Signature of Tenant]