

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 [Name of Landlord],

I am writing this letter to you with a request to terminate our signed lease agreement date
[Lease Date] over the property [Location of Rental Property] with lease period of
[Number of Years].

Due to my recent promotion in the office, I have been transferred to a different state. I have been asked to prepare my travel documents, and they have prepared my new place of residence in the new location. I love your place but due to this recent event, I have no choice but to vacate the premises.

In this regard, I intend to return to you the possession over the property on [Date] and I would like for the return of the security deposit. An inspection over the property can be conducted for your evaluation for the amount of the security deposit to be returned.

You are free to contact me if you have questions or any concerns via [Phone Number].

Truly Yours,

[Name of Tenant]

[Signature of Tenant]