

Lease Termination Letter from Landlord to Tenant

From

[Name of Landlord]

[Address of Landlord]

[Contact Information]

Date: [.....]

To

[Name of Tenant]

[Address of Tenant]

[Contact Information]

Subject: Termination of Lease Agreement

Dear [Name of Tenant],

This letter constitutes our written notice to inform you that we intend to terminate your tenancy on the premises you currently occupy as our tenant. We will like you to vacate the said premises at

.....

.....

[Apartment Block Number and Street Address] on or before [Date].

We shall require that you deliver to us full possession of the rented premises on said date, free of all your goods and possessions together, we also request you submit all keys to the premises. Upon your full compliance, and if applicable, we will return any security deposit we may be holding and that may be due you.

Thank you for your cooperation.

Sincerely,

[Name of Landlord]

[Signature of Landlord]