

# Rental Agreement Termination Letter

[Name of Sender]

[Address of Sender]

[Contact Information of Sender]

Date: [.....]

[Name of Recipient]

[Address of Recipient]

[Contact Information of Recipient]

Subject: [.....]

Dear [Name of Recipient],

I am writing this letter to formally inform you that I will be terminating our rental agreement effective ..... [Insert Date]. I intend to relocate to a new state after getting an indefinite transfer from my workplace. I must admit how much I enjoyed staying in your rentals. It is by far the best housing estate in this region.

I believe my records show that I have fully paid all outstanding rent balances to date. I can also assure you that I will be leaving the premises of your rentals in good and rightful condition.

Furthermore, I will be expecting a full return on the security deposit as specified in our rental agreement. Don't hesitate to reach me through ..... [Phone Number] or ..... [Email Address].

Thanks for your time and understanding.

Yours Truly,

[Signature of Sender]

[Name of Sender]