Lease Agreement Termination Letter

From,

Name of Sender: …………………………………………….

Address of Sender: ………………………………………….

Contact Number: …………………………………………….

Date: ………………………….

Name of Recipient: …………………………………………

Address of Recipient: ………………………………………

Contact Number: …………………………………………….

Subject: Termination of Lease Agreement

Dear [Name of Recipient],

I would request you to kindly consider it as a formal notice for early termination of the lease agreement. The agreement was signed on ………………………………………… [Date] for the apartment located at;

……………………………………………………. [Block No.]

……………………………………………………. [Street Address]

…………………………………………………….. [City, State]

I am bound to take an immediate action because my current employer has transferred me to another state. I hope you will understand the situation and don’t take it otherwise.

Keep in touch!

Yours Truly,

[Signature of Sender]

[Name of Sender]