

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]