LEASE TERMINATION LETTER

[SENDER FULL LEGAL NAME COMPANY]
[SENDER MAILING ADDRESS]

Date: [DATE]

To: [RECIPIENT FULL LEGAL NAME COMPANY]
[RECIPIENT NOTICE ADDRESS]

Re: [AGREEMENT TITLE REFERENCE], dated [DATE]

Dear [RECIPIENT FULL LEGAL NAME COMPANY],

I am providing notice concerning the agreement identified above. The requested termination or non-renewal date is **[DATE]**.

Basis and purpose of this notice

The provision or other basis relied on for this notice is:

[CONTRACT CLAUSE OR OTHER BASIS PERMITTING]

The notice purpose and relevant facts are:

[NOTICE PURPOSE AND RELEVANT FACTS]

Delivery and timing

[REQUIRED DELIVERY METHOD AND NOTICE TIMING]

Leased premises

[LEASED PREMISES UNIT ADDRESS]

Handover arrangements

[MOVE OUT INSPECTION KEYS AND FORWARDING]

Outstanding and surviving obligations

[OUTSTANDING PAYMENTS PROPERTY RETURN AND OTHER]

This notice does not itself release accrued obligations, waive either party's rights, or amend the agreement's notice, cure or termination requirements. Any change requiring mutual agreement must be

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documented separately.

Please acknowledge receipt and direct questions or arrangements to [CONTACT DETAILS FOR ACKNOWLEDGMENT AND ARRANGEMENTS].

Sincerely,

[SENDER FULL LEGAL NAME COMPANY]

Sender / Authorized Representative

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Preparation note: Check the agreement and applicable requirements in [STATE] before sending. This document does not establish that a stated termination date or ground is legally sufficient and is not an eviction order or proof of service.

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