Early Lease Termination Letter Sample, Email, and Example/Format

Sample

From,

Raghuveer Das,  
45 Hiranandani Gardens,  
Powai

Date: \_\_\_\_\_\_\_\_ (date of writing the letter)

To,

Shubhot Shergill,  
45 Lake Towers,  
Lower Parel

Subject: early lease termination

Dear Shubhot Shergill,

This letter is to inform you that I’m no more interested in keeping my house on rent. I want to use for some other purposes and hence have decided to terminate your tenancy. Please vacate the apartment with all your belongings within ABC as within this time clear all the due payments.

I’m sorry to do this, but I’ve no other option. The best I can do for you is that suggest you some place better for your stay. One of my friends has an apartment at MNO place, which he gives on rent. I think it’s a better option for you to go for it. I hope you’ll surely get a better place to stay.

Thanking you,

Yours sincerely,

Raghuveer Das

Name and signature