To: name@email.com

From: name@email.com

Sub: Early Termination of Lease Agreement of my Residence

Dear Mr. Spencer,

Ref: Our Lease Agreement dated 19 August 2009.

This is to inform for that the house, in which you are dwelling now, requires re-wiring after the unfortunate fire accident 15 days earlier. I have received a notice from the TM Fire Dept (copy attached). Therefore I am forced to terminate the agreement of lease at an early stage for the house no.28/65 with effect from 15th June 2010 and kindly ask you to vacate the house at the earliest.

Therefore, I kindly request you give me a vacant possession of my house on or before 15 June 2010.

Thanking you.

Yours sincerely,

Laura Madison