**Sample Early Lease Termination Letter Format**

[Below briefly describe on Sample Early Lease Termination Letter Format.  This may be for different reasons, which include delayed payments, inappropriate behavior or many other reasons. A particular date is correctly mentioned in the letter, describing the details about the reasons for the termination. The letter is a formal letter and is directly addressed to the tenant by the owner of the place. You can make changes as per your requirements.]

From,

Sender/Your Name…

Home/Office Address…

***Date: DD/MM/YY*** (date of writing the letter)

To,

Receiver Name…

Home/Office Address…

***Subject: Early lease termination***

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Sender/Your Name…

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***Date: DD/MM/YY*** (date of writing the letter)

To,

Receiver Name…

Home/Office Address…

***Subject: Early lease termination***

Dear (Name),

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

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. (Explain all about the situation). One of my friends has an apartment at (Area/address) place, which he gives on rent. (Describe your recommendation). 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,