

Sample Business Letter for Early Termination of Lease Contract

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's/Property Manager's Name]

[Landlord's/Property Management Company Name]

[Address]

[City, State, ZIP Code]

Subject: Early Termination of Lease Contract

Dear [Landlord's/Property Manager's Name],

I am writing to formally notify you of my intent to terminate the lease agreement for the property located at [Property Address], originally signed on [Original Lease Start Date], prior to its official expiration date of [Original Lease End Date]. This notice is provided in accordance with the notice period and provisions stipulated in the lease contract.

The desired effective date of termination is [Proposed Termination Date], which allows for the required notice period of [Number of Days/Months, as per contract].

As per our lease agreement, I understand that early termination may involve certain obligations, such as [mention penalties, forfeiture of deposit, finding a replacement tenant, etc., if applicable], and I am prepared to fulfill these requirements to ensure a smooth and amicable transition.

Please let me know the procedure for conducting the final inspection, returning the keys, and settling any outstanding amounts to facilitate the prompt conclusion of our tenancy.

I appreciate your understanding and cooperation regarding this matter. I hope to maintain a positive relationship and thank you for your attention to this request.

Sincerely,

[Your Name]