

Sample Letter for Termination of Lease Contract with 60 Days Notice

This sample letter for **termination of lease contract with 60 days notice** provides a clear and formal template for tenants or landlords to notify the other party about ending the lease agreement. It ensures compliance with legal requirements by allowing sufficient time for both parties to make necessary arrangements. The letter typically includes essential details such as the date of notice, the lease property's address, and the intended termination date, promoting transparency and minimizing potential disputes.

Termination of Lease Contract – 60 Days Notice

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

To:
[Landlord's Name or Tenant's Name]
[Landlord's or Tenant's Address]
[City, State, Zip Code]

Subject: Notice of Termination of Lease Agreement – 60 Days Notice

Dear [Landlord's Name/Tenant's Name],

I am writing to formally notify you of my intention to terminate the lease agreement for the property located at [Property Address], in accordance with the 60-day notice period required by our lease contract.

The effective date of termination will be **[Insert Intended Termination Date]**, which is 60 days from the date of this notice. I will ensure that all outstanding obligations, including rent payments and property maintenance, are fulfilled until this date.

Please advise on the final inspection and key return procedures. If you require any further information or actions from my side, kindly let me know at your earliest convenience.

Thank you for your cooperation.

Sincerely,
[Your Name]