

LEASE TERMINATION LETTER

From: _____

Address: _____

Telephone: _____ Email: _____

Date: _____

To: _____

Address: _____

RE: Notice of Termination of Lease — _____

Dear _____:

This letter is my written notice that I am terminating my lease agreement dated _____ (the "Lease") for the rental unit at _____ (the "Premises"). I will vacate the Premises and return all keys on or before _____ (the "Termination Date").

(check the one that applies)

- ☐ I am providing at least _____ days' notice before the Termination Date, as required by the Lease and the laws of the State of _____.
- ☐ I understand that the Termination Date is before the end of the Lease term on _____. Please tell me in writing of any fees or charges you believe apply under the Lease for early termination. I will cooperate in showing the Premises to prospective tenants, and I ask that you make reasonable efforts to re-rent the Premises promptly, as many states require, so that any rent owed after I vacate is minimized.
- ☐ I am terminating the Lease early under _____, which permits me to end the Lease without penalty. Copies of the supporting documents are enclosed: _____.

(e.g. the Servicemembers Civil Relief Act, 50 U.S.C. § 3955, or a state law protecting victims of domestic violence)

I request a move-out inspection of the Premises, with me present, at a mutually convenient time before or on the Termination Date. Please contact me at the telephone number or email above to schedule it.

Security deposit (check one):

- ☐ Please return my security deposit, together with an itemized statement of any deductions, to the following forwarding address: _____.
- ☐ I will provide a forwarding address in writing before the Termination Date. Please send the return of my security deposit, together with an itemized statement of any deductions, to that address.

Thank you for your attention to this matter. Please confirm receipt of this notice in writing.

Sincerely,

Signature: _____

Printed name: _____

Enclosures (if any): _____

Certificate of Service

I certify that on _____ (date) I delivered this Lease Termination Letter to
_____ (name) at _____ by:

- ☐ personal delivery.
- ☐ certified mail, return receipt requested.
- ☐ first-class mail.
- ☐ email to the address the landlord designated for notices.

Signature: _____ Date: _____

Printed name: _____