

# Lease Termination Letter Template

**Landlord's Name:** [Your Name]

**Landlord's Contact Information:** [Your Address, Email, Phone]

**Date of Letter:** [Date]

**Tenant's Name:** [Tenant's Name]

**Rental Property Address:** [Address of Leased Property]

**Re: Official Lease Termination Notice**

**Dear [Tenant's Name],**

I am writing to inform you of my decision to terminate our current lease agreement for the above-mentioned property, effective [Termination Date]. This decision is made in accordance with the lease terms and the legal notice period required by our state, which is [State Required Notice Period] days.

The reason for termination is [Reason for Termination]. I want to express my appreciation for your occupancy and maintenance of the property during the term of your lease.

Please prepare the property for vacating by the set termination date, ensuring it is in the same condition as at the beginning of the lease, except for reasonable wear and tear. It is also required that you return all keys and any other property items provided to you.

A final inspection of the property will be arranged before your departure. Additionally, the procedure for the return of your security deposit, minus any deductions for repairs beyond normal wear and tear, will follow according to state regulations.

For any questions or to discuss this notice further, please feel free to contact me. I wish you all the best in your future housing endeavors.

**Warm regards,**

**[Your Name]**

**[Your Signature for hard copy]**