

# Sample Lease Termination Letter

From

Nick Pitt,  
90A, Block-1,  
XXX Road,  
ABCD Park, XXXXX

Date: 09/05/2019

To,

The Landlord,  
B6, Block-25,  
QWER Road,  
QWERTY, ASDFGH

Subject: Lease Termination Letter

Dear Sir/ Mr./Ms. Ram Kumar

It feels very sad to inform you that I am planning to vacate the flat I occupy now at 90A, Block-1, XXX Road, ABCD Park, XXXXX – 000000. My lease agreement is going to expire on 09/06/2019. And, I wish to vacate the same as early as possible because I need to relocate at the earliest.

Moreover, I would also like to remind you about the security deposit I have paid while taking the flat on rent. I would request you to kindly forward the same to my bank account within the specified time.

Thanking You

Yours truly,

Nick Pitt

