[Mention the name of the sender]

[Mention the address]

[Mention the contact details]

[Mention the date]

Subject- Lease Cancellation Letter

This letter is to inform you that the lease agreement dated [Mention the property address] [Mention the Premises] will be terminated [Mention check one] prior to the expiration of the lease term on [Mention the date]. [Mention the termination Date]. As a result, you and any individuals remaining occupying the premises must evacuate by [Mention the time] am/pm on that [Mention the date]. The lease is being terminated for the following reasons: [Mention check one]

I have decided not to renew my lease agreement. You are still behind on your lease payments. I'm selling the house.

You have broken your lease agreement.

You have decided not to renew your lease.

The property has been rendered uninhabitable due to a natural disaster.

You have been summoned to active military service.

All lease conditions and duties, including, but not limited to, your responsibility to schedule movers, furnish insurance, and pay any expenses related with your move-out, shall continue in full force and effect until the [Mention the termination date]. State law may allow you to recover abandoned property [Mention the personal property left at the property after the termination and Mention the date], but your rights, if any, are restricted, and recovering abandoned property may incur [Mention the additional fees]. We also reserve the right to promote and show the Properties at any time during normal business hours.

If you have any queries or require additional information, please contact me.

Thank you very much

Sincerely

[Mention the name of the sender]

[Mention the contact details]

[Handwriting signature]

[Mention here, if there is any post note to be given]