

From:

____ S/o _____

_____ district
Tamilnadu – 601203

Date: __/__/20__

To:

____ S/o _____

_____ district
Tamilnadu – 601203

Subject: Early termination / Cancelation of Rental Agreement

Dear Mr. /Mrs. _____ ,

I am writing this letter to terminate our rental agreement which we signed on ____ ____ 20____.
The rental agreement was signed for the commercial space /rental house situated at
_____ - 601203 and the duration of that
agreement was for 11 months which expires on ____ of ____ 20____.

I have couple of reasons to terminate this agreement with you and not willing to renew any further.

1. I need the rented house /shop for my own usage under critical circumstances
2. You have not paid the rent from the month of _____ 20____ and you always pay the rent in delay after 10 – 25 days, hence you have gone against our terms of agreement

I hope you take this notice respectfully and I look forward to your cooperation in this matter by taking 15 days of time or until end of the agreement period (____/____/20____) to vacate the premise and hand over the shop keys. The advance deposit amount will be refunded to you upon deduction if any, for painting, rent due, electricity dues, etc.

Thanking You,
Your landlord,

Copy to: Witnesses - _____ and _____