

LEASE TERMINATION LETTER

(Caption)

(Addressee)

Re: Parcel No(s). _____

Dear _____:

This is to inform you that Lease Agreement dated _____, 20____, will be terminated on _____, 20____. The Department will not renew this lease and requires that you vacate this improvement.

If there are any questions, please contact me.

Yours very truly,

(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent