

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Termination of Lease – Decision to No longer Rent Property – Landlord to
Tenant

Dear :

Due to circumstances beyond my control, I will not be able to rent the property located at {address}. I am terminating your lease and requesting that you vacate the property by {date}. I am sending you notice, in regard that this will allow you ample time to find another residence.

I am sorry for this inconvenience. If you have any questions, please contact me at your earliest convenience. Thank you for your cooperation in this matter.

Sincerely,

N A M E