

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 – Landlord to Tenant

Dear :

Your lease has been terminated because you have refused to abide by the terms of the lease. You have also been late with your payment five times in your six months residency. You are to vacate the property by {date}. You will still be responsible for the remaining months of your lease.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E