

A lease termination letter is a written notice provided by a tenant to a landlord indicating the tenant's intent to vacate the rental property and end the lease agreement. The letter typically includes the date the tenant plans to move out, the reason for vacating, and any other relevant information such as the tenant's willingness to pay any penalties for breaking the lease. It also serves as a formal notice for the landlord to be aware of the date of vacating, and any other necessary steps that needs to be taken by the tenant to ensure a smooth transition and return of the keys.

## **What to Include in a Lease Termination Letter**

A lease termination letter should include the following information:

- The date of the letter
- The names of all parties involved in the lease agreement
- The address of the rental property
- The date on which the tenant will vacate the property
- The reason for terminating the lease (if applicable)
- A statement confirming that the tenant will fulfill all obligations under the lease agreement, including returning keys and paying any outstanding rent or fees
- A reminder of the tenant's responsibility to leave the property in a clean and undamaged condition

## **Lease Termination Letter Format**

The format of a lease termination letter is as follows:

- Start with the sender's address and contact information, including name, address, city, state, zip code, email

address

- Include today's date
- Next, the recipient's address and contact information, including name and address
- A salutation, "Dear Recipient,"
- The body of the letter, which includes the reason for the letter (in this case, vacating the property), the date of vacating, the notice period as per the lease agreement, the reason for vacating, the willingness to pay any penalties as per the lease agreement, the steps to be taken for a smooth transition and return of keys and leaving the property in good condition.
- A closing, "Sincerely", the signature of the sender (optional), and the sender's name

## **From Landlord to a Tenant**

This type of letter can also be written by a landlord. A lease termination letter from landlord to tenant typically includes the date the lease will be terminated, the reason for the termination, and the date by which the tenant is required to vacate the property. It also serves as a formal notice for the tenant to be aware of the date of termination and vacating, and any other necessary steps that need to be taken by the tenant, such as paying any outstanding debts or damages to the property. The letter may also inform the tenant about the legal action if the tenant fails to vacate the property on the specified date.

## **Lease Termination Letter Templates**

See below for the following templates: Sample Lease Termination Letter from Tenant, Month-to-Month Lease Termination Letter, Formal Lease Termination Letter from

Landlord, and Friendly Lease Termination Letter from Landlord.

Modify the templates to fit your needs, fill in the correct information for your situation, and consult with local laws and regulations as your area may have specific legal requirements.

## **Sample Lease Termination Letter from Tenant**

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Phone Number]  
[Email Address]

[Today's Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State ZIP Code]

Dear [Landlord's Name],

I am writing to inform you that I will be vacating the rental property located at [Property Address] on [Move-out Date]. I understand that my lease agreement requires a [Notice Period, e.g. 30-day] notice before vacating the property, and I am providing notice in accordance with that requirement.

I have enjoyed living at the property, but due to [Reason for Vacating, such as Job Relocation, Purchase of a Home, etc.], I will be unable to fulfill the remaining term of my lease. I understand that there may be penalties for breaking the lease, and I am willing to pay any such penalties as outlined in the lease agreement.

Please let me know if there are any additional steps I need to take in order to ensure a smooth transition and return of the

keys. I will also make sure to leave the property in the same condition as when I received it, with the exception of normal wear and tear.

Sincerely,  
[Your Name]

## Sample Lease Termination Letter from Tenant with Example

*John Summers*  
2934 5th St. Apt #33  
Anytown, USA 55434  
jsummers@example.com  
January 26, 2023

*Jane Donovan*  
192 Park Avenue  
Anytown, USA 55424

*Dear Ms. Donovan,*

*I am writing to inform you that I will be vacating the rental property located at 2934 5th Street Apt #33 on May 31st, 2024. I understand that my lease agreement requires a 30-day notice before vacating the property, and I am providing notice in accordance with that requirement.*

*I have enjoyed living at the property, but due to a job relocation, I will be unable to fulfill the remaining term of my lease. I understand that there may be penalties for breaking the lease, and I am willing to pay any such penalties as outlined in the lease agreement.*

*Please let me know if there are any additional steps I need to take in order to ensure a smooth transition and return of the keys. I will also make sure to leave the property in the same*

*condition as when I received it, with the exception of normal wear and tear.*

*Sincerely,  
John Summers*

## **Month to Month Lease Termination Letter Template**

[Tenant's Name]  
[Tenant's Address]  
[City, State ZIP Code]  
[Phone Number]  
[Email Address]

[Today's Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State ZIP Code]

Dear [Landlord's Name],

I am writing to inform you that I will be vacating the rental property located at [property address] on [move-out date]. As per the month-to-month lease agreement, I am providing [X] days notice of my intent to vacate the property.

I have enjoyed living in the property and appreciate the landlord-tenant relationship we have had. However, due to [reason for termination, e.g. personal circumstances, financial constraints, etc.], I will be unable to continue my tenancy.

I will make sure to leave the property in good condition, and return the keys to you on or before the move-out date. I will also arrange a final walk-through with you to ensure that everything is in order.

I would like to thank you for your understanding and cooperation during my tenancy. I hope that you will find a new tenant soon.

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

Sincerely,  
[Tenant's Name]

## **Sample Lease Termination Letter from Landlord to Tenant (Formal)**

[Landlord's Name]  
[Landlord's Address]  
[City, State ZIP Code]  
[Phone Number]  
[Email Address]

[Today's Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State ZIP Code]

Dear [Tenant's Name],

I am writing to inform you that your lease agreement for the rental property located at [Property Address] will be terminated on [Termination Date]. This decision is based on [Reason for Termination, such as non-payment of rent, violation of lease terms, etc.].

As per the lease agreement, you are required to vacate the property on or before [vacate date]. Please note that any failure to vacate the property on the specified date may result in legal action.

You are also responsible for any outstanding debts or damages

to the property. If there are any unpaid rent or damages, please make arrangements to pay them before the vacate date.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Sincerely,  
[Landlord's Name]

## **Sample Lease Termination Letter from Landlord to Tenant (Friendly)**

[Landlord's Name]  
[Landlord's Address]  
[City, State ZIP Code]  
[Email Address]

[Today's Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State ZIP Code]

Dear [Tenant's Name],

I hope this letter finds you well. I am writing to inform you that your lease agreement for the rental property located at [property address] will be ending on [termination date].

As per the lease agreement, you are required to vacate the property on or before [vacate date].

We appreciate your tenancy and hope that you have enjoyed living in the property. We would like to thank you for being a responsible tenant and taking good care of the property.

As you prepare to move out, please make sure to leave the property in good condition and return the keys to us. We will

conduct a final inspection and if everything is in order, we will process your security deposit refund as soon as possible.

We understand that moving can be stressful, and we want to make the process as smooth as possible for you. If you need any assistance or have any questions, please don't hesitate to reach out to us. We are here to help.

Sincerely,  
[Landlord's Name]