

Early lease termination letter

From:

[Sender's Name],

[Sender's Address]

Date: DD Month, YYYY

To:

[Tenant's Name]

[Tenant's Address]

Subject: Termination of Lease of Apartment by 20th September

Dear Mr. V,

I am writing this letter to inform you that I have decided to terminate our tenancy agreement earlier than planned. I am taking this decision in the wake of the fire incident that happened in the building last week. I have received a notice from the Public Works Department that mentions the electrical wiring needs to be redone for the entire area.

I would request you to shift along with your luggage by the 15th of July. I am sorry that I am having to terminate the agreement on such short notice, and the best I can do at this time is to help you find alternate options. A few of my contact persons can help you find a good accommodation close by. Let me know if you need and I will share their details with you.

Thank You,

Sincerely

[Signature of the Owner]

[Owner's Name]