

Early Lease Termination Letter

From, –

Name of the Sender -----

Address -----

Contact No.-----

Date-----

To, –

Name of the Recipient-----

Address-----

Contact No.-----

Subject – Early Termination of Lease

Dear {Name of the Landlord},

I would request you to kindly consider it as a formal notice for early termination of the lease agreement. The agreement was signed on 09/05/2018 for the apartment located at 34A, Block-2, XXX Road, ABCD School, XXXXX – 000000.

I am bound to take an immediate action because my current employer has transferred me to some another state. I hope you'll understand the situation and don't take it otherwise.

Keep in touch!

Yours Truly,

{Name of the Tenant}

