

LEASE TERMINATION LETTER

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Introduction

Buying a new home or moving up to an exciting apartment on any side of a town, does not mean that one is free from all the matters of his old place. There are issues or problems that a person is responsible for when it comes to settling the business around the previous residence. One of the most important things to do is let the other landlord know about the family plans on vacating the premises with the help of a lease termination letter. The lease termination letter is for the protection of the tenants and in the event if a dispute arises, this letter will serve as a source of good evidence.

Lease termination letter Tips

Some tips to write the letter

- The letter needs to be specific and clear in its intention. One should adopt the means of fancy writing. He just needs to say what is required. If the intent is to vacate the property on a specified date, then that should be clearly mentioned in the letter.
- It is better to just start the letter by hitting to the point straight away. The letter should be very much clear and not rambled so that it does not leave any questions in the landlords mind. Otherwise if it is rambled then it would become very difficult to figure out what the sender is trying to say.
- A person should be careful of the details that he is providing. The landlord will be looking for a few things, like date on which the letter was written, the intended moving date, specifications of the lease whether it is broken or over, reasons for the move etc.

Sample Lease termination letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Lease termination letter

Dear Sir,

We regret to inform you that we are to going to vacate the premises which we now occupy at XYZ Place, ABC City. Our lease will be expiring on PQR (date) and we wish to leave the premises at the earliest.

Our new forwarding address will be DEF place, IJK city. We would request you to kindly forward our security deposit to the specified address within the allotted time.

Thanking You

Yours truly,

Name and Signature

Lease termination letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Lease termination letter

Dear _____ (Sir or Madam)

This letter contains a written notice stating my strong intention to vacate this apartment on _____ (date), at the end of my current lease. I am doing so because of the large increase in rent.

I would like you to recall that I made a security deposit of _____ on _____ (date). I would expect you to refund that deposit in full.

Thanking You

Yours truly,

Name and Signature

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