[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Subject: Lease Termination Notice

Dear [Tenant's Name],

I hope this letter finds you well. I am writing to inform you that, unfortunately, due to unforeseen circumstances, it is necessary for me to terminate your lease agreement for the property located at [Property Address]. This decision has not been taken lightly, and I apologize for any inconvenience caused.

Effective from [Termination Date], your tenancy will be terminated, and you are expected to vacate the premises by this date. I kindly request that you complete the necessary tasks associated with moving out, including removing all personal belongings, returning the keys, and leaving the property in a clean and satisfactory condition.

As outlined in the lease agreement, you are required to provide a written notice of your intention to vacate the property at least [Number of Days] days in advance. However, considering the circumstances, I am providing you with [Number of Days] days' notice, which exceeds the minimum requirement.

Please be advised that your security deposit, as stated in the lease agreement, will be returned to you within [Number of Days] days after the termination date, after deducting any outstanding charges or damages, if applicable.

Furthermore, I kindly request that you arrange a mutually convenient time for the final walkthrough inspection of the property before your departure. This inspection will ensure the property is left in the same condition as when you initially moved in, apart from normal wear and tear.

In the event that you have any outstanding rental payments, I expect them to be settled promptly before the termination date. Additionally, any utilities, such as water, electricity, gas, or cable, must be disconnected or transferred to your name until the termination date to avoid any inconvenience or additional charges.

Should you have any questions or require clarification regarding the lease termination process or any associated matters, please do not hesitate to reach out to me. I am available via phone at [Your Phone Number] or email at [Your Email Address].

I appreciate your understanding and cooperation during this process. I want to thank you for being a tenant with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Company Name]

[Your Business]

[Your Company Address]

[City, State, ZIP Code]