

Please consider this letter as formal notice and a request to initiate the lease termination process. I kindly request you to schedule a joint inspection of the premises in the coming days to assess any necessary repairs or maintenance that may be required before the lease concludes.

I understand that there may be specific obligations, procedures, and requirements outlined in the

lease agreement regarding the termination process. I am committed to fulfilling all such obligations

and cooperating with you to ensure a smooth transition.

Please provide me with instructions on the next steps to finalize the lease termination. If there are

any forms or documents that need to be completed, kindly forward them to me at your earliest

convenience.

Thank you for your attention to this matter. I appreciate your understanding and cooperation during

this transition period. Should you require any further information or clarification, please do not

hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [List any documents or items enclosed, if applicable]