

Official request to terminate lease early with proper notice

Subject: Request for Early Termination of Lease “ [Property Address]

Dear [Landlord Name],

I am writing to formally request an early termination of my lease agreement for the property at [Property Address], originally set to expire on [Original End Date]. Due to [Reason, e.g., relocation for work, personal circumstances], I will need to vacate the premises on [Proposed Termination Date].

I am aware of the lease terms regarding early termination and am willing to comply with any applicable fees or conditions. Kindly advise on the process and any additional requirements to complete this request.

Thank you for your understanding and cooperation.

Sincerely,

[Tenant Name]

[Tenant Contact Information]

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