

LEASE TERMINATION LETTER

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Date: [DATE OF LETTER]

From (the "Sending Party"): [SENDER NAME], in the capacity of [LANDLORD / TENANT], with a mailing address of [SENDER ADDRESS].

To (the "Receiving Party"): [RECIPIENT NAME], in the capacity of [TENANT / LANDLORD], at [RECIPIENT ADDRESS].

Re: Termination of the lease for the premises located at [PREMISES ADDRESS, INCLUDING UNIT NUMBER] (the "Premises").

Recitals. The Sending Party and the Receiving Party are parties to a lease agreement dated [LEASE DATE] for the Premises (the "Lease"). The Sending Party is providing this written notice (this "Notice") to end the tenancy in accordance with the Lease and the law of [STATE]. This Notice is intended to serve as the formal record of termination and to fix the date on which the tenancy ends.

1. Notice of Termination

1.1 Termination. The Sending Party hereby gives notice that the Lease and the tenancy of the Premises will terminate effective at 11:59 p.m. on [TERMINATION DATE] (the "Termination Date").

1.2 Type of tenancy. The Lease is a [fixed-term / month-to-month / week-to-week] tenancy. This Notice is given consistent with the termination rules for that type of tenancy under the Lease and the law of [STATE].

1.3 Notice period. The Sending Party believes this Notice provides at least the minimum advance notice required by the Lease and by [STATE] law, which is generally [NUMBER, e.g. 30] days for a tenancy of this type. If a longer notice period applies, the Termination Date will be adjusted to the earliest date that satisfies that requirement.

2. Basis for Termination

2.1 Reason. This termination is given because: [SELECT/DESCRIBE — e.g. expiration of a fixed term and election not to renew; ordinary termination of a month-to-month tenancy; mutual agreement; or another lawful basis].

2.2 No waiver of other rights. Giving this Notice does not waive any other right or remedy of the Sending Party under the Lease or applicable law, and does not excuse either Party from obligations that accrued before the Termination Date.

2.3 Compliance with local rules. Each Party acknowledges that some jurisdictions impose additional requirements for ending a tenancy (such as just-cause rules, relocation assistance, or specific notice content). This Notice is intended to comply with the rules applicable to the Premises; the Sending Party will supplement it as required by local law.

3. Move-Out and Surrender of Possession

3.1 Surrender. On or before the Termination Date, the [Tenant] will vacate the Premises, remove all personal property, and return all keys, access devices, remotes, and parking permits to the [Landlord] at [RETURN LOCATION].

3.2 Condition on surrender. The Premises will be returned broom-clean and in the condition required by the Lease, ordinary wear and tear excepted. The Sending Party requests a joint move-out inspection on [PROPOSED INSPECTION DATE/TIME]; the Parties will coordinate a mutually convenient time.

3.3 Abandoned property. Any personal property left after the Termination Date will be handled in accordance with the abandoned-property procedures of [STATE].

4. Final Rent and Charges

4.1 Rent through Termination Date. The [Tenant] remains responsible for Rent and other charges accruing through the Termination Date, prorated as required by the Lease and applicable law.

4.2 Outstanding balance. As of the date of this Notice, the outstanding balance owed is [AMOUNT or "NONE / TO BE DETERMINED"]. The Parties will reconcile any final balance promptly after move-out.

4.3 Utilities. The [Tenant] will arrange to discontinue or transfer any utilities in Tenant's name effective on or shortly after the Termination Date and will pay all utility charges accruing through that date.

5. Security Deposit

5.1 Return. The security deposit of [DEPOSIT AMOUNT] held under the Lease will be returned, less any lawful deductions, within the time required by the law of [STATE], together with any itemized statement that law requires.

5.2 Forwarding address. The [Tenant] will provide a forwarding address for the return of the deposit and any final correspondence: [FORWARDING ADDRESS].

5.3 No prejudice. Nothing in this Notice limits either Party's rights and obligations regarding the deposit under the Lease and [STATE] law.

6. Delivery and Acknowledgment

6.1 Method of delivery. This Notice is delivered by [personal delivery / first-class mail / certified mail, return receipt requested / the method required by the Lease or STATE law], which the Sending Party believes satisfies the service requirements applicable to the Premises.

6.2 Effective on delivery. This Notice is effective when delivered in accordance with the Lease and applicable law. Where local law adds days for mailing, the notice period will be calculated accordingly.

6.3 Acknowledgment of receipt. The Receiving Party may acknowledge receipt by signing below. An acknowledgment confirms receipt and the Termination Date but does not, by itself, waive any right or defense unless the parties expressly agree otherwise in writing.

7. General Provisions

7.1 Governing law. This Notice is governed by the laws of the State of [STATE] and any local landlord-tenant ordinances applicable to the Premises.

7.2 Entire understanding. This Notice reflects the Sending Party's termination of the tenancy and does not amend the Lease except to fix the Termination Date. Any settlement, early-termination, or surrender agreement must be made in a separate writing signed by both Parties.

7.3 Severability. If any part of this Notice is held invalid, the remainder stays in effect, and the Termination Date and notice will be construed to comply with applicable law to the greatest extent possible.

7.4 Counterparts and electronic signature. This Notice may be signed in counterparts and by electronic signature, each of which is an original.

Sincerely,

SENDING PARTY

Signature: _____

Printed name: **[NAME]**

Title (if any): **[LANDLORD / TENANT / AGENT]**

Date: _____

Acknowledgment of receipt (optional):

RECEIVING PARTY

Signature: _____

Printed name: **[NAME]**

Title (if any): **[TENANT / LANDLORD / N/A]**

Date received: _____

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