**Lease Termination Letter Landlord to Tenant**

**horizontal line**

**[Landlord’s Name]  
[Landlord’s Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]**

**[Date]**

**[Tenant’s Name]  
[Tenant’s Address]  
[City, State, ZIP Code]**

### **Subject: Notice of Lease Termination**

**Dear [Tenant’s Name],**

**I am writing to inform you that the lease agreement for the property located at [Rental Property Address] will be terminated effective [Termination Date]. This decision is made in accordance with the terms of the lease agreement, which requires a [number of days]-day notice period.**

### **Termination Details:**

* **Reason for Termination: [Reason, e.g., property sale, renovations, lease violations, etc.]**
* **Move-Out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Final Inspection: Please contact me to schedule a final inspection before vacating.**

### **Move-Out Instructions:**

* **Final Rent Payment: Ensure all rent payments are made up to the move-out date.**
* **Property Condition: Leave the property in clean and good condition.**
* **Return of Keys: Return all keys to the property by [Move-Out Date].**

### **Security Deposit:**

**The security deposit will be processed and returned following the final inspection, less any necessary deductions for damages or unpaid rent.**

**Thank you for your cooperation. Please let me know if you have any questions.**

**Sincerely,  
[Landlord’s Signature]  
[Landlord’s Name]**