**CAR RENTAL TERMINATION LETTER**

[DATE]

Dear [RECIPIENT NAME],

I would like to inform and notify you that I will terminate the car rental agreement that we entered and executed last [DATE 1]. The agreement covers my right to rent [TYPE] for a period of [PERIOD] and for the amount of [NUMBER] per month.

The primary reasons for my decision to exercise my right to terminate the agreement as provided in [BENEFITS] in the contract are [REASON]. The agreement shall be terminated on [DATE 2]. I will settle my outstanding balance including the imposed charges and fees on or before the said date.

It was good doing business with you. If you want to clarify certain matters, you can contact me through this number [YOUR PHONE NUMBER].

Regards,

[YOUR SIGNATURE]

[YOUR NAME]