TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Lease Termination Letter

Dear **[Tenant name],**

This letter is to inform you that the lease for Address signed on

**[Start date]** will terminate on **[End date]** and will not renew. I have attached a copy of the lease agreement for your reference.

We completed a move-in walkthrough at the start of the lease, which is also attached to this letter. I would like to complete the move-out walkthrough at the end of the lease.

Please let me know which of these options works best for you, or send me an email with your preferred times:

**[Date and time #1]  
[Date and time #2]**

**[Date and time #3]**  
  
Please also send me a **[mailing address]** for any future communication, such as the return of your security deposit.

Thank you for being a reliable tenant, and don’t hesitate to contact me if you have any questions.

**[Landlord signature]**