[DATE]

Dear [RECIPIENT NAME],

Good day!

I am writing to inform you that our agreement regarding the rental of [YOUR COMPANY NAME] properties and assets shall be terminated effective [DATE]. Upon such termination, you are expected to surrender all the properties and assets rented.

Following the conditions outlined in our terms and agreement, a member of the management shall inspect all the concerned properties and assets as listed. Said member of management shall also be required to check for any possible issues regarding all the rented properties and assets. As previously agreed upon, your security deposit shall be sent to your address on record once the inspections have been done and approved to the satisfaction of the company. Should there be damages incurred, the security deposit shall be at a default.

If you have any more questions regarding the matter, please do not hesitate to reach me via phone [YOUR PHONE NUMBER] or email [EMAIL ID], which I believe I have shared with you during our previous communications.

Thank you so much for understanding, and I wish you all the best in your future endeavours.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]