To: name@email.com

From: name@email.com

SUBJECT: Vehicle Lease Termination Letter.

Dear Mr./Ms/Mrs.\_\_\_\_\_\_(Name of the recipient)

I am \_\_\_\_\_\_\_\_\_\_ (mention your name) working as a \_\_\_\_\_\_\_\_\_\_ (mention your designation ) in \_\_\_\_\_\_\_\_\_\_ (mention your company name). The reason I am writing this letter is to inform you that I am going to terminate the agreement between your finance company \_\_\_\_\_\_\_\_\_\_ (mention the company name) and me that was made on \_\_\_\_\_\_\_\_\_\_ (mention the date and year) for the vehicle \_\_\_\_\_\_\_\_\_\_ (mention the vehicle name and it’s details).

The reason for the termination of the agreement is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mention the reason). Hence, I would like to terminate the lease agreement. There are no other reasons for this action. I thought it would be better if I write a letter one or two weeks in advance.

I would like to return your vehicle on \_\_\_\_\_\_\_\_\_\_ (mention the return date) along with all the documents that were given to me. If you have any doubts or queries regarding this issue you can mail me at \_\_\_\_\_\_\_\_\_\_ (give your mail id) or contact me at \_\_\_\_\_\_\_\_\_\_ (give your mobile number). Thank You for your co-operation throughout the agreement period and thank you for spending your time to read this.

With Regards,

(Name of the Sender)