**Another Format, [Email Format]**

To: Receiver mail address, name.ghj@email.com

From: Sender mail address, name.mnb@email.com

***SUB: 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 its details). (Describe in your words).

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. (Describe actual cause and situation regarding termination). I thought it would be better if I write a letter for 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. (Show your cause). 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). (Cordially describe your greetings and Requirements).

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)