From,

Sender/Your Name

Home/Office Address

***Date: DD/MM/YY*** (Date on Which Letter is Written)

To,

Receiver name…

Job Designation…

Motor Vehicles Company Name…

***Subject: Termination of Vehicle Lease.***

Dear (Name),

I am (Your name) working as a (Job Designation) in (Company name) which is located at (Office address). According to my company rules, I should get a (Car/Transport Name) while joining. (Describe in your words). Due to my financial status (Or any other cause), I cannot afford a (Car/Transport Name) hence I took a (Car/Transport Name) for a lease from your finance company on (date) for one year. (Describe actual cause and situation regarding termination).

Now I am writing this letter to remind you about the period of the agreement and to inform you that I am going to terminate the agreement for the vehicle lease. (Describe all about the situation about agreement). The reason for this is that now I am in a good position to buy a (Car/Transport Name) on my own and also, as the lease period is over, I want to return your (Car/Transport Name). (Show your cause). There are no other reasons for the termination of the agreement, as I can buy a new one I think it is better if I return your vehicle.

I will return the vehicle on (date) of this month along with all the papers you had given me at the time of the agreement. (Cordially describe your greetings and Requirements). I thought it would be better if I inform you about these two-three days in advance, so I am writing this letter.

Thanking You,

Yours Sincerely,

Your name…

Contact Info. and Signature…