Sample Auto Lease Contract Termination Letter

Sally Jones  
123 Main St.   
Anytown, State 12345  
555-123-4567  
name@email.com

January 15, 2020

To Whom It May Concern,

This letter is to inform you that I need to terminate my car lease, which started on 4/16/2019 and is scheduled to end on 4/15/2021, early.

After losing my job recently, I’ve had to take a significant cut in pay and move out of state to find new employment.

Therefore, I am returning the cherry red 2009 Dodge Charger, VIN#12AB34CD56EF78GH9, to you. My account number is 123456789.

I have included a letter from my previous employer indicating my job loss, and from my new employer confirming my pay and the move out of state.

I have also included the signed statement indicating the odometer reading as required by federal law.

I have read my lease carefully, and I understand that I will owe an early termination fee of $850.

I also understand that I need to return the car to the dealership within 10 days of the date of this letter.

I will send a money order in the amount of $850 in two weeks for the early termination fee.

The car will be returned to the dealership no later than 1/25/20. The lease termination will be effective on 1/25/2-, once the car is returned.

I am sending this letter by certified mail with a return receipt requested. Please confirm receipt of this letter and that the lease has been terminated at your earliest convenience. Thank you.

Sincerely,

Sally Jones

Attachments:  
Odometer reading statement  
Job loss letter  
New job letter