From,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject: Termination Letter for Vehicle Lease Agreement.

Dear \_\_\_\_\_ (Sir or Madam),

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). [I am unhappy with the vehicle’s performance. So, I took this decision, as I paid half of the amount while the agreement was written, I would like to have 50 percent of the money returned] (mention the above statements if you are unhappy with the vehicle, and you have recently made the agreement).

[As the period of the agreement is over I would like to terminate it, I was satisfied with the vehicle’s performance throughout the period]  (Mention the above statement if the agreement was over and you are happy with vehicle’s performance). I would like to terminate the agreement on \_\_\_\_\_\_\_\_\_\_ (mention the date) of this month. I will submit all the papers given by you at the time of the agreement without fail.

Thanking You,

Name and Signature