**Lease Termination Letter for Landlords**

* Official termination notification
* Vacation requirements
* Security deposit & keys info
* Reminder that rent is due to the last day
* Polite thank you note to the renter

[Your Name Here] Date: 12/30/2020

[Address]

[Contact]

Re: Lease termination letter. Lease agreement number 123456 - contract dated June 25th, 2018

Dear Mr. John Smith,

Thank you so much for continuing to make our place your home. We’ve really appreciated your prompt rent payments, and patience and politeness whenever we needed to maintain or clean the property.

Unfortunately, recent events force us to terminate our lease agreement as we discussed over the phone. This lease termination letter is to notify you about the termination of your lease for the property you currently occupy at **[ADDRESS]** in conforming to the terms and procedures of our said lease agreement.

We require that you deliver to us full possession of the rented premises on **[DATE]** free of all your goods and possessions. We also request that you leave your keys at **[ADDRESS]** on or before the said date at **[LOCATION TO DROP KEYS OFF]** before 5:00pm.

After the return of the leased property, as agreed upon in the lease agreement number 123456, the security deposit of **[DEPOSIT AMOUNT]** will be returned to you within 30 days. The security deposit will be returned in full provided that no damages are made at the fault of the lessee, which might result in deductions from the security deposit.

Rent for the premises is due and payable through and including the termination date. Should you have any questions, please feel free to call me at 777-888-4565.

Thank you again,

Sincerely,

[Your Name]