

# LEASE TERMINATION LETTER

**Re:** Notice of Intent to Vacate

**Dear**

:

This letter will constitute my written notice of my intention to vacate the real estate located at

, that is subject to  
the Lease Agreement signed among us for a period of

, dated

. Through this

letter, I am formally notifying you of the termination of the said lease in conforming to the terms and procedures of our said Lease Agreement.

After the return of the leased property, as agreed upon in the lease agreement, the security deposit of \$

shall be returned

within

. The

security deposit shall be returned in full as agreed upon likewise in the lease agreement, provided that no damages are made at the fault of the Lessee which may give reason to deductions from the security deposit.

Following the provisions of the lease agreement, an inspection over the property may be conducted, provided that notification of inspection is made 3 days prior to the actual inspection date.

In case you have questions or concerns, please do not hesitate to reach out to me via my email at

or through my

phone at

.

Wishing you all the best in the future.

Sincerely,