**TEMPLATE LETTER  
 EARLY LEASE TERMINATION LETTER**

[Letter Date]

[Recipients Name]  
[Address line]  
[State, ZIP Code]  
  
[Subject: Normally bold, summarizes the intention of the letter] -Optional  
  
  
Dear [Recipients Name],  
  
  
The purpose of this letter is to serve as an official notice of my intention to terminate my lease early i.e. before our agreed termination date. The termination will be effective on 31st December 20XX.  
  
I am forced to relocate to another town since I got employment there. My forwarding address is 8888-8888. You can forward my security deposit to that address.  
  
Thank you for your cooperation and assistance in this matter. Please call me on 999-999-999 if you need anything.  
  
  
Sincerely,  
  
[Senders Name]