**TEMPLATE LETTER**

 **EARLY LEASE TERMINATION LETTER**

(FOR MONTH-TO-MONTH TENANCY)

Effective Date: [DATE]

**RE: NOTICE TO TERMINATE LEASE**

Dear [RECIPIENT'S NAME],

I, [SENDER'S NAME], as your [ ]  Landlord [ ]  Tenant am sending this letter as official notice with the intention of terminating the lease dated on [DATE]. In accordance with governing law, the lease shall be terminated upon [#] days from the date you receive this notice.

If any refundable deposits were made by the Tenant, they shall be disbursed to: (check one)

[ ]  - A mailing address to be provided later by the Tenant.

[ ]  - The mailing address of: [MAILING ADDRESS].

In addition, the Landlord and Tenant agree to the following:

* It is recommended that both the Landlord and Tenant perform a move-out inspection of the premises to inspect any damage (less wear and tear);
* All possessions are required to be removed from the premises within the notice period; and
* The Tenant agrees to arrange for all utilities to be turned off upon move-out.

**Sender’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_