**TEMPLATE LETTER  
 EARLY LEASE TERMINATION LETTER**

**[Date]**

Andy Donaldson

456 Jefferson Street

Paulsboro, New Jersey 60190

Subject:​ Notice of Intent to Terminate Lease

Dear Mr. Donaldson,

This letter shall constitute my official written notice and request to terminate the lease

signed on **[​Date]** for the property located at 12 West Wood St., Paulsboro, New Jersey.

It is my request due to having lost my job and moving back to my home state. I hope you understand, and it is my intention to have the property vacated by **[​Date]** . In addition, it is my request that the Security Deposit be returned due to the property being left in perfect condition.

Sincerely,

Ann Rice