**EARLY LEASE TERMINATION LETTER**

DateName of the Recipient

Address

Contact No

Subject – Early Termination of Lease
Dear **{Name of the Landlord}**,
I would request you to kindly consider it as a formal notice for early termination of the lease a. The agreement was signed on 09/05/2018 for the apartment located at 34A, Block-2, XXX Road, ABCD School, XXXXX – 000000.I am bound to take an immediate action because my current employer has transferred me to some another state. I hope you’ll understand the situation and don’t take it otherwise.Keep in touch!
Yours Truly,Nameof tenant