

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Leasing Company Name]
[Leasing Company Address]
[City, State, Zip Code]

Subject: Vehicle Lease Termination Notice

Dear [Leasing Company Name],

I am writing to formally notify you of my intention to terminate the vehicle lease for the [Make, Model, Year of Vehicle], with VIN [Vehicle Identification Number], under lease agreement number [Lease Agreement Number].

As per the terms of the lease, I understand that I am required to provide notice at least [number of days] days prior to termination, and this letter serves to fulfill that requirement.

I would like to schedule a time to return the vehicle to your designated location. Please let me know a suitable time and any necessary instructions for the return process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]