

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

Subject: Lease Termination Notice

Dear [Leasing Company Name/Lease Manager's Name],
I am writing to formally notify you of my intention to terminate my lease
for the vehicle described below:

- ****Vehicle Make and Model****: [e.g., 2021 Honda Accord]
- ****VIN****: [Vehicle Identification Number]
- ****Lease Account Number****: [Your Lease Account Number]

As per the terms of the lease agreement, I am providing this notice
[specify notice period as per lease agreement, e.g., "30 days prior to
lease end"]. The expected date of lease termination will be [Termination
Date].

Please let me know the next steps I need to take regarding the return of
the vehicle and any other requirements for lease termination.

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)]