

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

Dear [Leasing Company Representative's Name],

Subject: Vehicle Lease Termination

I am writing to formally request the termination of my vehicle lease for the following vehicle:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- VIN: [Vehicle Identification Number]
- Lease Agreement Number: [Lease Agreement Number]

As per the terms of our lease agreement, I am providing this notice [number of days, e.g., 30 days] in advance. I would appreciate guidance on the necessary steps I need to take to conclude this lease and any fees or penalties that may apply.

Please let me know if there are any specific documents or items you require from me to facilitate the lease termination process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]