

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Official Notice of Lease Discontinuation

Dear [Recipient Name],

I hope this message finds you well.

This letter serves as formal notification regarding the discontinuation of the lease for the property located at [Property Address], effective [Effective Date].

As per our lease agreement dated [Lease Start Date], the terms allow for the termination of the lease under the conditions outlined in [Specify Terms or Clause]. Please consider this letter as the formal 30-day (or appropriate time frame) notice required by our lease terms.

Please ensure the property is vacated, and all keys and access devices are returned by the effective date. A final inspection will be conducted on [Inspection Date] to assess the condition of the property.

Should you have any questions or require further clarification regarding this notice, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]