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RE: Tenancy Termination by _____

Dear _____,

I am writing to inform you that I will be vacating the rental premises listed below:

My lease started on _____ and was set to end on _____. However, I am unable to remain at the property for the duration of the Lease Agreement.

I have secured a new Tenant who will take over the remainder of my Lease. The new Tenant's contact information is as follows:

They will be getting in touch with you shortly regarding their take over of my Lease. Please let me know as soon as possible if this new Tenant will be an acceptable replacement.

I plan to vacate the premises on _____. After I have vacated and cleaned the premises, I will deliver the keys to you and sign any documentation necessary to

terminate my tenancy. Once a new Tenant is secured and you have the opportunity to inspect the premises for any damages, you can send my security deposit to a forwarding address that I will inform you of at a later date.

If you have any questions about this notice, you may contact me by phone at _____ or by email at _____.

Best,
