To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Lease Termination Letter**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to inform you that the lease for [mention the details of lease] signed on [mention date of signing of the lease], terminating on [mention the date of termination], will not be renewed. Please find attached to this letter the copy of the original lease agreement.

Please make sure to inform me about your future mailing address so that I can return your security deposit easily. Thanks a lot for being such a reliable tenant. Feel free to contact me for any further details or queries.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]