[Name of Recipient]

[Designation of Recipient]

[Name of the Insurance Company]

Date:

[Sender’ Name]

[Sender’s Address]

**Subject: Lease Cancellation Letter**

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

I am writing this letter to inform you that I will be vacating the property, [mention the name and address of the property] on [mention the Date]. We entered into a lease agreement regarding the said property on [mention the date of lease agreement] and as I am moving out of town now, I would like to put an end to the said tenancy and cancel the our lease contract henceforth.

My new address will be [mention the name and address of the new residency] so that you can send my security deposit here as per our lease agreement. I will thoroughly check the property for any damages or maintenance before I leave. However, when I leave, you can inspect the house for any damage and you can inform me about that.

I will fulfill all my obligation regarding the utility bills before I leave. However if I miss any, feel free to contact me any about that or simply forward that bill to my above-mentioned new address.

Thank you for being such a kind and caring person throughout this period. I have many memorable moments with this home that I will never ever forget. I hope so that you will also feel the same for me. May you always stay blessed and happy.

Thanking you!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]