**Sample Early Lease Termination Letter**

Property Address

City, State Zip Code

Date

Dear Landlord,

This is a termination of lease notice effective upon receipt regarding the above-mentioned property occupied by ASSIGNEE NAME. Shell will be ending my assignment as of xx/xx/xxxx (Please see corresponding letter from Shell attached). This notice is being provided to you as a stipulation of the lease agreement.

The termination of the lease will be effective XXXXXXX. The vacate date is XXXXX. As this is a request to terminate the lease prior to Lease End date, I respectfully request your consideration in releasing me from paying the balance of rent due. \*Add the verbiage regarding the paragraph and terms of the Lease Break/Buyout Clause here.

Please return the security deposit, made out to

XXXXXXXXXXXXXXXXXXXXXXXX

Please send to the attention of:

XXXXXXXXXXXXXXXXXXXXX

I would appreciate it if you would kindly initiate the termination and confirm it in writing.

Kind Regards,