

[Date]

[Landlord Name]

[Address]

[City, State, ZIP]

[Phone] | [Email]

[Tenant Name]

[Rental Property Address]

[City, State, ZIP]

Re: Lease Cancellation – [Property Address], Lease Dated [Original Lease Date]

Dear [Tenant Name],

This letter serves as formal notice that the lease agreement for the above-referenced property, signed on [Original Lease Date] and set to begin on [Lease Start Date], is canceled effective [Cancellation Date].

“Your security deposit of \$[Amount] will be returned to you within [X] days of the cancellation date.” / “A remaining balance of \$[Amount] is due by [Due Date].”

Please confirm receipt of this letter in writing by [Date]. Both parties should retain a signed copy for their records.

Sincerely,

[Landlord Name] Date: _____