

[Print on Tenants' Address]

<<Landlord's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Property: <<address of premises>>

Lease dated <<date of lease>> between <<original landlord>> and (2) <<original tenant>>

Notice of termination of Lease

This letter is to give you notice under clause <<number of break clause in lease>> of the Lease that the Lease will terminate on <<termination date>>.

I should be grateful if you would confirm receipt of this letter by signing the duplicate of this letter and returning it to me [in the enclosed envelope].

Yours sincerely,

[On behalf of] <<Insert tenant's name>>

\*\*\*\*\*

I acknowledge receipt of the letter dated <<date>>.

Signed: .....

Print name: .....

[On behalf of] <<Insert landlord's name>>

S

A

M

P

L

E