

SAMPLE ONLY - Letter Breaking a Lease

Date _____

Dear _____

As you know, I am the tenant at (address) under a lease that runs from (date) to (date).

Due to (list specific reasons such as family crisis, leave of absence from the University, etc.) it is necessary to terminate my lease at this time. I will be moving out on (date). I am sorry for any inconvenience this may cause you and I will cooperate with you in any efforts to see that a new tenant is found as promptly as possible.

I would appreciate it if we could discuss a release of my lease without penalty considering the circumstances of my departure are out of my control. I will call you on (date) to discuss further.

Sincerely,

Tenant's name & signature