

Rental Agreement Cancellation Letter

[Date: October 29, 2024]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Landlord's Name: Jane Doe]

[Landlord's Address: 1122 Main Street]

[City, State, Zip Code: Springfield, SA 12345]

Dear [Jane Doe],

Subject: Cancellation of Rental Agreement for [Property Address: 1122 Main Street]

I am writing to formally notify you of my intention to cancel the rental agreement for the above property, effective [Effective Date of Cancellation: November 30, 2024]. This decision has been considered due to [mention the reason: e.g., relocating for a new job opportunity, financial difficulties, etc.].

As per the terms of our lease agreement dated [Lease Start Date: January 1, 2024], I am providing [Notice Period: 30 days'] notice, which fulfills our contractual requirement. I will vacate the property by the aforementioned effective date and ensure that it is in good condition, adhering to the terms agreed upon for vacating tenants.

Please let me know a convenient time for you or your representative to conduct the final inspection of the property. I will ensure that all utilities are settled as of the date of departure, and the keys will be handed over to you on or before the last day of my occupancy.

Furthermore, I request the return of my security deposit of \$[Security Deposit Amount: 1,000] after any deductions for damages, if applicable. You may mail my deposit to my new address, which I will provide in a subsequent communication, or we can arrange a time during the final inspection to handle this transaction.

Thank you for the opportunity to reside at [1122 Main Street] for the past months. I have appreciated your responsiveness as a landlord and hope to conclude our agreement amicably.

Should you need any additional information or documents from my side, please do not hesitate to contact me at [Your Contact Information: 555-123-4567 or email@example.com].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name: John Smith]