

The material in this letter provides a template for a basic situation – this is not legal advice. Each individual's situation is unique and may require more than what is provided in this template. Speak with a licensed attorney before completing and sending this letter. It is always best to consult with an attorney regarding your legal rights and responsibilities specific to your particular situation before making a decision or taking action.

TEMPLATE LETTER FOR TERMINATION OF MOTOR VEHICLE LEASE

Instructions

- (1) Meet with a licensed attorney at an armed-service legal assistance office to discuss your specific situation.
- (2) Obtain a copy of your orders to deploy/PCS or a letter from your commanding officer stating your pending deployment.
- (3) Replace the bolded portions in the template with the applicable information.
- (4) Print and sign the letter.
- (5) Attach a copy of your orders to deploy or a letter from your commanding officer.
- (6) Make at least three (3) copies of the letter with all attachments. Keep one copy for your own records. Send one copy via certified mail return receipt requested to the dealership. Hand-deliver one copy to the dealership when you return the vehicle to the dealership.
- (7) Within fifteen (15) days of providing the written notice, you must return the vehicle and keys to the dealership
- (8) Retain any written response from the dealership for your own records.
- (9) Follow-up with a licensed attorney at an armed-service legal assistance office to address any concerns.

Date

Rank and Full Name
Street Address
City, State Zip Code

Dealership's Name
Street Address
City, State Zip Code

RE: **Rank and Full Name's** Lease Agreement for **Manufacture Make, Model and VIN #**

Dear **Sir or Ma'am**:

Pursuant to the Servicemembers' Civil Relief Act ("SCRA") 50 U.S.C. App. Section 535, this letter is my formal written notice to terminate the vehicle lease agreement for the above referenced motor vehicle.

I am currently serving on active duty with the **Branch of Armed Forces**. I received **orders to deploy in support of Operation Name for 180 days or longer / I received orders for a permanent change of station from the continental United States to outside the continental United States**. The SCRA states a servicemember may terminate a vehicle lease upon written notice and delivery of the vehicle within 15 days of receiving the notice. I plan to deliver the vehicle to your dealership on **Date**.

Under the SCRA, all unpaid lease amounts for the period preceding the date of termination shall be prorated. The SCRA prohibits any lease termination charges or penalties.

Please find the copy of **My Orders to Deploy / PCS / Letter from CO**.

If you have any questions or concerns, you may contact me at the above address, or my commanding officer's address on the attached letter.

Respectfully Submitted,

Rank and Full Name

Attachment(s):
Orders to Deploy / PCS
Commanding Officer's Letter