

Termination Letter Format For Leave and License Agreement

[Date]

[Your Name]

[Your Address] [City, State, ZIP Code]

[Email Address]

[Recipient's Name]

[Recipient's Address] [City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Termination of Leave and License Agreement

I am writing to formally terminate the Leave and License Agreement dated [Date of Agreement] between us regarding the property located at [Property Address]. This decision has been made in accordance with the terms and conditions outlined in the agreement.

As per the agreement, the termination notice period is [Number of Days, usually 30 days] days. Therefore, this letter serves as my [Number of Days]-day notice of termination, and the agreement will officially terminate on [Termination Date, usually 30 days from the date of the letter].

I kindly request you to arrange for an inspection of the property at your earliest convenience to ensure that it is in the same condition as per the terms of the agreement. I will be available to coordinate this inspection with you.

I would also like to discuss the procedures for the return of the security deposit, which was paid at the beginning of the agreement. Please inform me about the date, time, and place where we can meet to complete the necessary paperwork and hand over the keys and any other access devices.

I appreciate your cooperation in this matter and hope to conclude this process smoothly and amicably. Should you have any questions or concerns, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name] [Your Signature] (if sending a hard copy)