

Office Rental Contract Termination Letter

Robert James

16 St. Fleet Castle Avenue, Las Vegas

10th December 2017

Mr. William Edward

Liberty Property Advisor, Cress Cross Tower

Block 22B, Race Course Avenue, Las Vegas

Dear [Recipient Name],

I am hereby writing to inform you that I want the office to be vacated with effect from 5th January 2017. I have found a profitable investment and for this purpose, my building will be demolished to build rental apartments. Your office of property advisors was well reputed since two years. I strongly apologize for the inconvenience. Wish you best to find a good commercial area for your office as soon as possible. You were being very cooperative tenants on behalf of paying the rent on time always. Before you vacate, I wish to return you the security deposit in the coming week. Enclosed with the letter is the termination contract form. I would be grateful if you will fill it and resend as soon as possible. Your kind appreciation and cooperation will be acknowledged.

Wish you good luck for future

Sincerely,

Robert James

The Owner, Cress Cross Tower