

Office Rental Termination Letter due to Space Limitation

Life Zone Pharmacy

Morgan Steve

26 St. Castle Avenue, New York.

12th December 2016

Mr. James Lopez

James Proprietors

Block 12C, Crew Avenue, New York.

Dear [Recipients Name],

I want to inform you that I want to terminate my office rental contract. Per the documentation, it will end on 23rd January 2017. You were being the cooperative and caring landlord I have met so far. In the past two months, I am facing the issues of space limitation in my office. Customers are unsatisfactory and making complaints. I must shift to wide area place as soon as possible. I have hired two doctors in my pharmacy due to which patient's rush is increasing day by day. I would like to have my security deposit back in the form of cash as I need it urgently. Please let me know if any formalities I must go through. I shall be very grateful to you for kind cooperation.

Waiting for your response.

Sincerely,

Morgan Steve

CEO, Life Zone Pharmacy