**Sample Termination of lease agreement letter**

May 25, 2010

Landlord

111 Good Valley Road

Philadelphia, PA

USA 19104

Re: Apartment 101, 103 Good Valley Road

Philadelphia, PA

USA 19104

Dear Landlord,

This letter is being written for letting you know of my decision to end the tenancy on the above mentioned residence of yours within a time period of thirty days, most probably on June 30th, 2010.

I would like to be present at the residence during the inspection for damages before leaving the residence. I would like to inform you that I have a right to be present at the residence during the inspection for damages. I will be shifting to another residence at 222 Good Place Drive, Frederick in Maryland soon after the completion of the term. You can contact me at this address for any clarifications in the future after 30th of June, 2010.

Very Truly Yours,

Terry Marc