

# Notice of Premature Leaving

Termination of tenancy agreement at [address of premises] \_\_\_\_\_

[name of tenant] \_\_\_\_\_

[address] \_\_\_\_\_

[Date] \_\_\_/\_\_\_/\_\_\_

[name of landlord/agent] \_\_\_\_\_

[address] \_\_\_\_\_

Dear, \_\_\_\_\_

I am writing to give you notice that I am terminating the tenancy agreement and will be giving vacant possession of the above premises on \_\_\_/\_\_\_/\_\_\_.

I have to break my residential tenancy agreement because of [reason for vacating]  
\_\_\_\_\_

I draw your attention to our contract which sets out a break fee of an amount equal to 6 weeks rent if less than half of the fixed term had expired when the premises were abandoned, or an amount equal to 4 weeks rent in any other case.

More than half of the fixed term agreement has now expired. I will therefore include this 4-week fee which totals \$\_\_\_ in my final rent payment on \_\_\_/\_\_\_/\_\_\_ .

I will be in contact with you closer to that date to arrange a time when we can both inspect the premises, complete a condition report and I can return the keys to you.

Yours sincerely,  
\_\_\_\_\_

