

**LEASE TERMINATION LETTER**

(Caption)

(Addressee)

Re: Parcel No(s). \_\_\_\_\_

Dear \_\_\_\_\_:

This is to inform you that Lease Agreement dated \_\_\_\_\_, 20\_\_\_\_, will be terminated on \_\_\_\_\_, 20\_\_\_\_. The Department will not renew this lease and requires that you vacate this improvement.

If there are any questions, please contact me.

Yours very truly,

\_\_\_\_\_  
(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent