

Mr William TAYLOR
Flat 7
Fairview
73 Newington Road
EDINBURGH
EH9 1QW

Mr Mark JONES
Flat 16
Greenacres
314 Oxford Street
LONDON
W1 2QJ

09 December 2014

Dear Mr JONES,

Lease Termination for Job Dislocation

I am writing to inform you that due to job dislocation I am obliged to break my lease on your property located at the address stated at the top of this letter. I will be leaving the premises at the end of next month and this letter is a formal notice of termination of lease.

Some people I know are interested in renting the property and I have asked them to contact you. I will be happy to show the property to them or other prospective tenants and to that effect I authorize you to use my number so we can arrange visits.

I sincerely regret leaving as I have been very comfortable in your property and I can assure that I will continue to pay my rent as usual until I leave.

Please let me know when you are available for a walk through of the property for inspection. I am usually available after 7pm on week days and all day most weekends if given early notice. I will let you know my new address as soon as I know so you can send my security deposit.

William TAYLOR