To

[The Recipient Name]

**Re. Terminating the Lease Agreement Due to Non-Compliance, Deep Maintenance, and Due Payments**

Dear Mr. [NAME],

I regret to inform you that I have terminated the lease agreement which was signed between us on [DATE]. Four months ago, we entered into this contract of the lease agreement in which you agreed with all the mentioned points and signed the contract. I am sorry to tell you that the letter has been sent after multiple warnings of termination that was never taken into consideration by you. For more than a month, you have been disregarding the contract by not complying with the rules mentioned in the contract.

Moreover, you have been involved in illegal activities recently, and have not paid the dues on time. Owing to these circumstances, I am bound to the contract stipulations and thus, terminate the lease agreement immediately.

I regret to tell you that I am giving you one week to shift from the place, otherwise, I shall take legal action against you by filing a complaint to the local magistrate’s office. Furthermore, I request you reset the place to its default. Any damage to the building shall be deducted from the advance payments you have made. Moreover, in case of not pay the outstanding dues, your advance return shall be confiscated.

Please evacuate the place before [DATE]. I shall be glad to do any assistance regarding paperwork and matters of formal documentation. You can call me at [PHONE] if you have any queries.

[NAME]

[ADDRESS]  
[COMPANY]