

<解約（退去）通知の見本>

契約に解約条項がうたわれている場合はそれに副った解約〔退去〕の通知ができます。
解約（退去）通知は **Certified mail** で送付または直接大家に手渡します。
またコピーも必ず保管してください。
下記は見本ですので（ ）の中に該当内容をご記入ください。

(Date)

(Name of Landlord)

(Address of Landlord)

RE: (Address of Rented House)

Dear Mr./Ms (Name of Landlord)

Please be advised that I have just been notified by my employer, (Name of Employer), that my assignment in the New York area will be ending in soon. In accordance with the cancellation provisions in the lease, I would like to notify you that I will be leaving the country and ending my tenancy at the above leased property on (Date).

Further, please return my security deposit to the address below:

Please make the check payable to: (Name of Tenant)

Send to: (Work place at NY/other address)

I enjoyed living in your property and appreciate the consideration you provided to me and my family while living in the area.

Sincerely,

(Signature)

(Name of Tenant)