

## Vehicle Lease Termination Letter

To

Andrew George

Lessor

House Number 3, Park Street,

Joy Apartments, Windsor Square

Buckingham

UK

21<sup>st</sup> October 2013

**Subject:** Vehicle Lease Termination Letter

Respected Mr. Andrew,

On 15<sup>th</sup> October 2011, I, William Shane, signed a vehicle lease agreement for your vehicle number 2134, model number 59399, colour- Bronze. I took your vehicle on a lease for the commercial purpose, on an agreement of 3 years. The vehicle lease agreement is due to terminate on 30<sup>th</sup> October 2013. Through this letter, I would like to request for the termination of my vehicle lease agreement, cancelling the agreement's terms and conditions and the outlined procedures.

Please be informed that, with this vehicle lease termination letter, I agree to transfer the possessions, registration certificate (RC) and other accessories related to the vehicle in your name. Also, I request you to have a close look at your vehicle and inform me about the issues or the damages, if any, that you can relate.

I will be returning the vehicle at your head office, located at Franz Street, within 5 days of the date of this letter. I will call you by tomorrow to schedule a meeting to clear the due formalities for this vehicle lease termination.

Thank you for your kind attention.

Sincerely,

William Shane

Lessee