

Date: .....

To: Carmen's Property Management  
Fax: 47774466  
Email: carmen.propertymanagement@gmail.com

**Re: Termination of tenancy agreement**

**Rental Property Address:**.....

I am writing to give you notice that I am terminating the tenancy agreement and will be giving vacant possession of the above premises on Date:.....

I have to break my residential tenancy agreement because of reasons beyond my control.

I draw your attention to our contract which sets out a break fee of an amount equal to 6 weeks rent if less than half of the fixed term had expired when the premises were abandoned, or an amount equal to 4 weeks rent in any other case.

I will be in contact with you closer to that date to arrange a time when we can both inspect the premises, complete a condition report and I can return the keys to you.

Yours sincerely

Tenant/s Name:.....

Tenant/s Signature:.....