

*The material in this letter provides a template for a basic situation – this is not legal advice. Each individual's situation is unique and may require more than what is provided in this template. Speak with a licensed attorney before completing and sending this letter. It is always best to consult with an attorney regarding your legal rights and responsibilities specific to your particular situation before making a decision or taking action.*

## TEMPLATE LETTER FOR TERMINATION OF RESIDENTIAL LEASE

### Instructions

- (1) Meet with a licensed attorney at an armed-service legal assistance office to discuss your specific situation.
- (2) Obtain a copy of your orders to deploy / PCS or a letter from your commanding officer stating your pending deployment
- (3) Replace the bolded portions in the template with the applicable information.
- (4) Print and sign the letter.
- (5) Attach a copy of your orders to deploy or a letter from your commanding officer
- (6) Make at least one (1) copy of the letter with all attachments to keep for your own records.
- (7) Send the original letter via certified mail return receipt requested.
- (8) Retain any written response from the landlord for your own records.
- (9) Follow-up with a licensed attorney at an armed-service legal assistance office to address any concerns.

Date

Rank and Full Name  
Street Address  
City, State Zip Code

Landlord's Name  
Street Address  
City, State Zip Code

RE: Rank and Full Name's Lease Agreement at Street Address, City, State Zip Code

Dear Landlord's Name:

Pursuant to the Servicemembers' Civil Relief Act ("SCRA") 50 U.S.C. App. Section 535, this letter is my formal written notice to terminate the lease agreement for the residential property located at the above referenced address.

I am currently serving on active duty with the **Branch of Armed Forces**. I received **orders to deploy in support of Operation Name for 90 days or longer / I received orders for a permanent change of station to New Duty Station**. The SCRA states a servicemember may terminate a residential lease 30 days after the first date of the next rental payment. My next rental payment is due on **Date**; therefore, this lease shall terminate on **Date + 30 Days**.

Under the SCRA, all unpaid rental amounts for the period preceding the date of termination shall be prorated. The SCRA prohibits any early lease termination charges or penalties. All amounts held in security shall be returned according to the laws of this State. You may forward my security deposit to **Forwarding Address**.

Please find the copy of **My Orders to Deploy / PCS / Letter from CO**.

If you have any questions or concerns, you may contact me at the above address, or my commanding officer's address on the attached letter.

Respectfully Submitted,

---

Rank and Full Name

Attachment(s):  
Orders to Active Deploy / PCS  
Commanding Officer's Letter