

Date

Leasing Company Name or Bank (this can be found on your invoice or the actual lease)

Re: lease #

To whom it may concern:

Please accept this letter as our formal notification of our intent to terminate **lease #** for our **Brand Name, Model, Serial Number** and **Brand Name, Model, Serial Number** at the fulfillment of the original term of this lease. We do not intend to purchase the equipment, nor do we intend to extend the lease.

We will need to secure a return authorization number from you to provide to our shipper. We appreciate your prompt response with that information as soon as possible. Please let us know if there is anything else we need to do to effect a termination.

Sincerely,

Your Name
Title
Company Name