Sender

First name, last name (mention all contracting parties, if applicable)  
Street, number  
Postal code, location

**Recommended**  
Recipient

KR LOCATIONS  
KLOCK ROSANE  
CHEMIN DES MESANGES 4,  
1032, ROMANEL SUR LAUSANNE

Location, XX.XX.20XX

**Ordinary termination of the lease contract: contract number/description**  **at the**  **address**

Mrs. or Mrs.

I regret to announce to you, hereby, my termination of the aforementioned lease agreement (including parking space), dated from the date, and this on the date, in accordance with the agreed deadline. Indeed, I have to move for professional/family reasons (possibly cite the reasons).

Please inform me as soon as possible of the date of any visits as well as that of the inventory of places of exit.

Thank you for our pleasant contractual relationship and ask you to approve

my best regards.

*(Space* *for*  *handwritten*  *signature)*

*(Space* *for*  *handwritten*  *signature)*

Surname, first name of the tenant Last name, first name of the spouse or roommate

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Hand delivery:

Please confirm receipt of termination here:

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