

[Senders Name]

[Full address]

[State, ZIP Code]

[Date of the letter]

[Name of Recipient]

[Full Address]

[State, ZIP Code]

Dear [Name of Landlord],

I hereby acknowledge that I got your letter to end our tenancy agreement as of 21st March 2021.

I would like to sincerely thank you for being an extremely nice tenant before you leave the premises. Throughout all these years, you complied with all the requirements of our contract and have been responsible. I got to know from your letter that you will be relocating to another town. I wish you all the best in all your future endeavors.

Thank you once again.

Sincerely,

[Landlord Name]

[Landlord Title]