### **[Date] [Your company] [Your company address]** To Whom It May Concern: The purpose of this letter is to provide formal notice, as of the date shown above, of **[Your company]**  intent to not renew the current **[Leasing agent]**lease agreement, Number \_\_\_\_\_\_ for **[office equipment]** that was executed on **[Date]**, at a term of \_\_\_\_\_\_.  Pursuant to that agreement, you require a minimum notice of 90 days in order to avoid an automatic renewal of said agreement. This letter provides the required notice. We are also requesting a statement of the final amount due (“lease buyout”) as of today’s date, required to satisfy our financial obligations under this agreement. This statement should include any and all amounts due from **[Your company]** to **[Leasing agent]** This amount should be provided to **[Your company]** in advance of our next monthly payment due date and should be provided in writing to **[Your company]** at the address shown below. Finally, also pursuant to the Lease Agreement, please provide the designated return location for **[office equipment].** Please respond in writing to the above requests, no later than the date of our next monthly payment due date under the Agreement. Please contact me at **[Your phone number or email]**if you should have any questions. Thank you for your cooperation in this matter. Sincerely, **[Your name and company contact information]**