

### Early Termination of Lease Agreement

Lease Register number: .....

**A. BRIEF DESCRIPTION OF LEASE**

- A.1 Leased item : \_\_\_\_\_
- A.2 Location : \_\_\_\_\_
- A.3 Make, model, serial number : \_\_\_\_\_  
\_\_\_\_\_
- A.4 Annual lease value : \_\_\_\_\_
- A.5 Lease period : \_\_\_\_\_
- A.6 Date lease commenced : \_\_\_\_\_
- A.7 Lessee/Lessor details : \_\_\_\_\_
- A.8 Early Termination Date : \_\_\_\_\_
- A.9 Early Termination Costs : \_\_\_\_\_
- A.10 Reason for Early Termination : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- A.11 Early Termination Costs Approved  
By:  
Name: : \_\_\_\_\_  
Position: : \_\_\_\_\_

**B. CONTACT PERSON DETAILS**

- B.1 Name : \_\_\_\_\_
- B.2 Position : \_\_\_\_\_
- B.3 Location : \_\_\_\_\_
- B.4 Phone number : \_\_\_\_\_
- B.5 Signature : \_\_\_\_\_

**E. ACKNOWLEDGEMENT:**

- E.1 Head of Financial Accounts : \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE - DO NOT USE