***Important note:***

*Please note that this letter should be personalised depending on your situation, namely the fields highlighted in yellow. Don’t forget to delete our comments in* ***grey*** *and this note.*

Mr/Ms

Your name

Your address

**Registered letter**

Name of the landlord

Address of the landlord

Place, date

**Early termination of the rental contract** *(insert your address and be sure to specifically mention all rented items that are being terminated, e.g. the garage parking space)*

Dear Mr/Mrs

I am writing in regard to my letter dated DD Month YYYY, in which I notified you of my early move-out from my rental apartment. I also sent you the documents of at least one solvent and acceptable applicant who was willing to take over the rental contract with the same conditions as of Month YYYY.

It has now been over 20 days without receiving confirmation from you concerning release from the rental contract.

After speaking to Mr/Ms X, it appears

*(select the applicable option)*

* that you have not contacted them.
* that you rejected them without adequate reason.
* that you will change the contractual conditions.
* that you will undertake extensive work on the apartment.

With the presentation of a solvent and acceptable replacement tenant, I have satisfied my obligations to the landlord in accordance with [Article 264 CO](https://www.fedlex.admin.ch/eli/cc/27/317_321_377/en#art_264) and hereby state that I will be released from the rental contract as of DD Month YYYY.

Thank you very much for your attention. Yours sincerely

Name and signature