

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: RESCISSION OF LEASE TERMINATION NOTICE - ADMINISTRATIVE ERROR

Dear [Tenant Name],

Please be advised that the Lease Termination Notice dated [Date of Original Notice] regarding the property located at [Property Address] is hereby formally rescinded and withdrawn, effective immediately.

The issuance of the prior notice was the result of an administrative error. We sincerely apologize for any confusion, inconvenience, or distress this oversight may have caused you.

Your current lease agreement remains in full force and effect. All terms, conditions, and expiration dates specified in your original lease remain unchanged. No action is required on your part to maintain your tenancy.

We value you as a tenant and appreciate your understanding as we correct our records. If you have any questions regarding this matter, please contact our office directly at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Property Manager]