

Fax:

Date:  
Lease #

Fax:

Dear Sir/Madam:

Please be advised that we would like to terminate our current lease for copier lease #

We do not intend or want to keep this lease past the expiration date.

Upon receipt of this letter we will also need the return instructions for equipment noted on the lease.

I authorize return instructions to be given to Sterling Business Systems. Please email to **ron@sterling-digital.com** or fax to **(631) 750-6165**.

Thank you.

Sincerely,