

**NATIONAL HIGHWAYS AUTHORITY OF INDIA**

**Subject: Request for cancellation of Self / Authority lease agreement –reg.**

On my request, the Lease Agreement was executed with the owner of Flat/H.No..... for my residential use as Self / Authority lease facility for the period from ..... to ..... vide NHA Office Order No..... dated ..... (copy enclosed).

2. Now, I request to cancel the said lease agreement w.e.f. .... for the reasons that ..... The matter has been discussed with the house owner and he / she has agreed for the premature termination of lease agreement. The NOC of House Owner for premature termination of said lease agreement is enclosed.

3. I also undertake that if any financial implications arise due to premature termination of lease agreement, the same shall be borne by me.

4. On premature termination of said lease agreement I will avail HRA / Self / Authority Lease facility for Flat / H.No..... The requisite documents for the new lease accommodation are enclosed / shall be submitted separately.

Signature.....  
Name.....  
Designation.....  
Date.....  
Mob./Extn. No.....

To,

DGM(Admin)