

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

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

RE: Notice of Lease Termination

I hope this letter finds you well. I am writing to formally notify you of my intention to terminate my lease for the property located at [Rental Property Address], effective [Termination Date].

As per the terms of our lease agreement, I am providing [Number of Days] days' notice before my move-out date. My final day in the property will be [Final Move-Out Date].

Please let me know if there are any specific procedures you would like me to follow regarding the move-out process, as well as arrangements for the return of my security deposit.

Thank you for your understanding. I appreciate the opportunity to have lived at [Rental Property Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]