

[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],

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

According to our lease agreement, I am providing [number of days] days' notice as required. My last day of residency will be [Last Day in the Property]. I will ensure that the property is in good condition and will return the keys on or before the termination date.

Please let me know if there are any final procedures or inspections that need to be arranged. I appreciate your understanding and cooperation.

Thank you for your attention to this matter.

Sincerely,
[Your Name]