

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

In accordance with the terms outlined in our lease agreement, I am providing [number of days/weeks] notice as required. My last day of occupancy will be [Last Day of Occupancy].

Please let me know if there are any specific move-out procedures or final inspection appointments that we need to arrange. I would like to ensure that everything is settled properly before my departure.

Thank you for your understanding and support during my tenancy. I appreciate your cooperation and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]