

[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 for the apartment located at [Apartment Address], effective [Termination Date].

As per the lease agreement, I am providing [number of days] days' notice, ensuring compliance with the required notice period. My final day of residence will be [Final Move-Out Date].

Please let me know how you would like to proceed regarding the move-out inspection and the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]