

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

[Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]

Subject: Notice of Lease Termination

Dear [Tenant's Name],

This letter serves as formal notice of lease termination for the property located at [Property Address]. In accordance with the terms of your lease agreement dated [Lease Start Date], we are providing you with [number of days] notice, which is the required notice period.

Your lease will officially terminate on [Termination Date]. Please ensure that all personal belongings are removed from the premises by this date. Should you have any questions or need further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature, if sending a hard copy]