

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

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

Subject: Notice of Lease Termination

Dear [Landlord's Name],

I am writing to formally notify you of my decision to terminate the lease for the property located at [Property Address], effective [Termination Date].

In accordance with the lease agreement, I am providing [Number of Days] days' notice. My final day of occupancy will be [Final Move-Out Date]. Please let me know about the process for the return of my security deposit and any move-out procedures you require.

Thank you for your understanding.

Sincerely,
[Your Name]