

[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 request the termination of my lease for the apartment located at [Apartment Address], effective [Desired Termination Date].

Due to [reason for termination - e.g., relocation, financial circumstances, etc.], I will be unable to fulfill the remaining term of my lease. According to the lease agreement, I am providing you with [number of days] days' notice, as required.

Please let me know the next steps regarding the return of my security deposit and any other necessary move-out procedures.

Thank you for your understanding. I appreciate your cooperation in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]