

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

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

Subject: Early Lease Termination Notice

Dear [Landlord's Name],

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

As per the lease agreement dated [Lease Start Date], I understand that I am required to provide [Notice Period] notice prior to vacating the premises. This letter serves as my official notice.

The reason for my early termination is [brief explanation of reason, if applicable]. I will ensure that the property is left in good condition and will conduct a final inspection before my departure.

Please let me know the next steps regarding the return of my security deposit and any other formalities necessary for the termination process. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]