

[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],

Subject: Notice of Breaking Lease Agreement

I hope this letter finds you well. I am writing to formally notify you that I will be breaking my lease agreement for the property located at [Property Address], effective [Date].

Unfortunately, due to [brief explanation of the reason, e.g., personal circumstances, job relocation, financial issues], I am unable to fulfill the remainder of the lease term.

As stipulated in the lease agreement, I understand that I am responsible for [any applicable penalties, fees, or the process for finding a replacement tenant]. Please let me know how you would like to proceed regarding the return of my security deposit and any other matters related to the lease termination.

Thank you for your understanding. I appreciate your cooperation and look forward to resolving this matter amicably.

Sincerely,  
[Your Name]