

[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 notify you of my intention to break my lease for the property located at [Your Rental Address], effective [Date].

Due to [brief explanation of reason, e.g., personal circumstances, job relocation, etc.], I find myself unable to continue my tenancy. As per our lease agreement dated [Lease Start Date], I understand that I am required to provide [notice period, e.g., 30 days] notice prior to vacating the premises.

I am committed to ensuring a smooth transition and am willing to assist in finding a new tenant or facilitating showings of the apartment. I would appreciate your guidance on how to proceed with the necessary steps to finalize my departure.

Thank you for your understanding. Please let me know if we can arrange a time to discuss this matter further.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]