

[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: Lease Break Notice

I hope this message finds you well. I am writing to formally notify you of my intention to break my lease at [Property Address]. As per our lease agreement, I am providing [number of days] days' notice, with my last day of occupancy being [end date].

The reason for my lease termination is [brief explanation of reason]. I understand that I am responsible for paying rent until the end of the notice period and for any potential costs associated with finding a new tenant.

Please let me know how you would like to proceed regarding the return of my security deposit and any final arrangements needed before I move out.

Thank you for your understanding.

Sincerely,

[Your Name]