

[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 message finds you well. I am writing to formally request a break from my lease for the property located at [Property Address] due to [specific reason for lease break, e.g., job relocation, personal circumstances, etc.].

As per the terms of our lease agreement dated [Lease Start Date], I understand that [briefly mention the relevant terms regarding lease termination, if applicable].

I request your consideration to terminate my lease effective [desired termination date] and am willing to discuss any potential fees or conditions that may be associated with this request.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]