

[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 Termination Notice

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

In accordance with the lease agreement, I am providing [number of days] days' notice as required. My last day of residency will be [Last Day of Residency]. I will ensure that the property is returned in good condition and will arrange for a walkthrough at your convenience.

Please let me know how I should proceed regarding the return of my security deposit and any final paperwork that may be required.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]