

[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 notify you of my intention to break my lease agreement for the apartment located at [Apartment Address], effective [Desired Termination Date].

Due to [brief explanation of the reason, e.g., personal circumstances, job relocation, etc.], I am unable to fulfill the remainder of the lease term. As per our agreement, I understand that I may be responsible for [mention any applicable penalties, fees, or processes].

Please let me know how to proceed with this matter and if there are any specific requirements you would like me to follow during this transition. Thank you for your understanding. I appreciate your cooperation in this matter.

Sincerely,
[Your Name]