

[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 the early termination of my lease agreement for the property located at [Property Address], originally set to expire on [Original Lease End Date]. Due to [brief explanation of reason for early termination, e.g., job relocation, financial hardship, personal reasons], I am unable to continue my tenancy beyond [Proposed End Date].

I understand the lease terms and am willing to cooperate in finding a suitable replacement tenant to mitigate any inconvenience caused. I would appreciate your understanding and assistance during this transition. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]