

[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 letter finds you well. I am writing to formally notify you of my intention to break the lease at [Rental Property Address], which is set to expire on [Lease Expiration Date]. Due to [brief explanation of the reason, e.g., personal circumstances, job relocation, etc.], I will be unable to continue residing at the property beyond [Proposed Move-Out Date].

In accordance with our lease agreement, I understand that I am required to provide [number of days] notice. Please consider this letter as my official notice. I would be happy to discuss the specific details of my move and any necessary arrangements for the property.

Thank you for your understanding. I look forward to your response.

Sincerely,
[Your Name]