

[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 request to break my lease at [Rental Property Address] due to [brief explanation of the reason, e.g., unexpected job relocation, personal circumstances, etc.].

According to our lease agreement signed on [Lease Start Date], I understand that early termination requires [specific notice period or conditions, if applicable]. I would like to provide [number of days] notice, and my intended move-out date is [Proposed Move-Out Date].

I appreciate your understanding and cooperation regarding this matter. Please let me know if we can discuss this further or if any additional information is needed.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]