

[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 at [Rental Property Address], effective [Date].

Due to [brief explanation of reason for lease break, e.g., job relocation, personal circumstances], I find myself in a position where I am unable to continue my tenancy. I understand that my lease requires me to provide [notice period, e.g., 30 days] notice, and I am committed to fulfilling this requirement.

I kindly request your understanding and cooperation in this matter. I would appreciate any guidance you can provide regarding the lease termination process and any potential financial obligations I may have. Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]