

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Subject: Notification of Lease Break

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you that I will be breaking my lease for the property located at [Property Address], effective [Break Date].

As per our lease agreement dated [Lease Start Date], I understand the implications of this decision and am willing to discuss the necessary steps to ensure a smooth transition. Please let me know how you would like to proceed in terms of returning the keys and addressing any outstanding obligations.

Thank you for your understanding. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]