

[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 intent to terminate my lease at [Rental Property Address] due to [reason for early exit, e.g., job relocation, family obligations, etc.]. Per our lease agreement, I am providing [number] days' notice, making my last day of tenancy [Last Day of Tenancy]. I will ensure that the property is in good condition and arrange for a final walkthrough at your convenience.

Please let me know how to proceed with any necessary paperwork and the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]