

[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 that I will be ending my lease for the property located at [Property Address] before the agreed-upon term. My intended move-out date is [Move-Out Date].

Due to [brief reason for ending the lease early, if comfortable sharing], I am unable to fulfill the remainder of my lease agreement. I understand the terms of the lease require notice, and I am providing you with [number of days] notice as stipulated.

Please let me know how you would like to proceed regarding the return of my security deposit and any other final arrangements needed for my departure.

Thank you for your understanding. I appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]