

[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],

Subject: Lease Termination Notice

I am writing to formally notify you that I will be terminating my lease for the property located at [Property Address] effective [Termination Date].

According to the terms of our lease agreement, I am providing [number of days] days notice, which satisfies the required notice period. My final day of residency will be [Last Day in the Property].

I will ensure that the property is returned to you in good condition and will arrange for a walkthrough on [Proposed Walkthrough Date]. Please let me know your availability for this meeting.

Thank you for the opportunity to reside at [Property Address]. I appreciate your cooperation in this matter.

Sincerely,  
[Your Name]