

[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: Notice of Intent to Break Lease

I hope this message finds you well.

I am writing to formally notify you of my intention to break the lease for the property located at [Property Address], effective [Desired Move-Out Date].

Due to [briefly explain reason, e.g., job relocation, personal circumstances], I find it necessary to vacate the premises earlier than anticipated. I understand that my lease has [mention remaining duration] left, and I apologize for any inconvenience this may cause.

In accordance with the lease agreement, I am willing to assist in finding a new tenant or fulfill any necessary requirements to facilitate my departure. [Optional: I am happy to discuss any potential fees or penalties that may apply.]

Please let me know how you would like to proceed regarding the return of my security deposit and any other pertinent matters.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]