

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

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

Subject: Notice of Lease Termination

Dear [Landlord's Name],

I hope this message finds you well. This letter serves as formal notice of my intention to terminate my lease for the premises located at [Rental Property Address] effective [Termination Date].

As per the terms of our lease agreement dated [Lease Start Date], I am providing [number of days, typically 30 or 60] days' notice as required. My final day of occupancy will be [Last Day of Occupancy].

I appreciate your understanding and cooperation. Please let me know how you would like to proceed regarding the return of my security deposit and any final inspections.

Thank you for the opportunity to rent your property.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]