

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

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

Subject: Lease Termination Notice

Dear [Tenant's Name],

This letter serves as formal notice for the termination of your lease for the property located at [Property Address], effective [Termination Date]. As per our rental agreement dated [Lease Start Date], you are required to vacate the premises by the above-mentioned date. Please ensure that all personal belongings are removed and the property is returned in good condition.

If you have any questions regarding the move-out process or need assistance, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title, if applicable]