

[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 request to break the lease for my apartment, [Your Apartment Number or Address], which is set to expire on [Lease End Date].

Due to [brief explanation of the reason, e.g., job relocation, personal circumstances, etc.], I am unable to fulfill the remaining term of my lease. I understand the implications this may have and am willing to discuss any necessary steps to ensure a smooth transition.

I would appreciate your assistance and understanding regarding this matter. Please let me know if there are any forms I need to fill out or if we can arrange a time to discuss this further.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,
[Your Name]