

[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 hope this letter finds you well. I am writing to formally notify you of my intention to break my lease at [Your Apartment/Unit Number] located at [Property Address].

As per our lease agreement signed on [Lease Start Date], I am aware that I am required to provide [number of days, e.g., 30 days] notice prior to vacating the premises. Therefore, I intend to vacate the property on [Move-Out Date].

The reason for breaking the lease is [briefly explain reason, e.g., a job relocation, personal circumstances, etc.]. I understand the implications of this decision and am committed to fulfilling my responsibilities as a tenant as much as possible during this transition.

Please let me know how I can assist in finding a replacement tenant or if there are any specific procedures you would like me to follow regarding the move-out process.

Thank you for your understanding. I appreciate your support during this time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]