

[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 Lease Termination

I hope this letter finds you well. I am writing to formally notify you of my intention to break the lease for the property located at [Property Address].

As per the terms outlined in our lease agreement, I am providing a [number of days] days notice, with my intended date of vacancy being [Move-Out Date].

[Optionally, you may include a brief explanation for your decision to leave the lease, if appropriate].

I will ensure that the property is returned in good condition and am willing to coordinate for a final walk-through inspection at your convenience. Please let me know how you would like to proceed regarding the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]