

[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: Early Lease Termination Notice

I hope this message finds you well. I am writing to formally notify you of my intent to terminate my lease early for the property located at [Property Address].

As per the lease agreement, I am providing [number of days] notice, with my last day of tenancy being [Last Day of Tenancy, e.g., MM/DD/YYYY]. The decision to terminate my lease early is due to [brief explanation of reason, e.g., relocation for work, personal circumstances, etc.].

I kindly request that you provide information regarding the move-out process, including the return of my security deposit. I will ensure that the property is left in good condition and will coordinate a time for the final walkthrough if necessary.

Thank you for your understanding. Please let me know if there are any formalities I need to complete prior to my departure.

Sincerely,

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