

[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 the cancellation of my lease for the property located at [Property Address], originally signed on [Lease Start Date].

Due to [reason for cancellation, e.g., personal circumstances, relocation, etc.], I am unable to continue my tenancy. As per the lease agreement, I am providing [insert notice period, e.g., 30 days] notice, making my intended move-out date [Move-Out Date].

I would appreciate your guidance on the move-out process and any final steps necessary to conclude my lease. Please let me know about the return of my security deposit and any inspections that need to be conducted.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]