

[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 Break Notification

I am writing to formally inform you that I intend to break my lease for the property located at [Property Address]. According to our lease agreement signed on [Lease Start Date], I am required to provide notice of my intent to vacate.

Due to [brief explanation of reason for breaking lease, e.g., job relocation, financial hardship, family matters], I will be unable to fulfill my lease obligations. My planned move-out date is [Move-Out Date], which provides [duration of notice period] notice as required by our lease agreement.

I kindly request your cooperation in facilitating the process and any necessary steps to ensure a smooth transition. Please let me know how you would like to handle the return of my security deposit and if you require any additional information from me during this time.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]