

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Notice of Lease Termination

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you that I intend to terminate my lease for the property located at [Property Address] as of [Termination Date].

As per the lease agreement, I am providing [X days/weeks] notice, and my last day of occupancy will be [Last Day of Occupancy]. I will ensure that the property is left in good condition and will return the keys to you on or before this date.

Please let me know how you would like to arrange the final walkthrough and the return of my security deposit.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]