

[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 notify you of my intention to break my lease at [Rental Property Address], effective [desired move-out date].

According to the lease agreement, I understand that [mention any relevant lease terms regarding breaking the lease, if any]. Due to [brief explanation of reason, e.g., job transfer, family emergency], I am unable to fulfill the lease term.

I will ensure that the property is in good condition prior to my departure, and I would appreciate any guidance you can provide regarding the move-out process and the return of my security deposit.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]