

[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 am writing to formally notify you of my intention to cancel my lease for the property located at [Property Address], which is scheduled to end on [Lease End Date].

As per the terms of our lease agreement, I am providing [number of days, e.g., 30 days] notice, making my final rental payment due on [Final Payment Date]. I intend to vacate the premises by [Move-Out Date]. Please let me know if there are any specific move-out procedures or details regarding the return of my security deposit.

Thank you for your understanding.

Sincerely,  
[Your Name]