

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

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

Subject: Lease Surrender Notice

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally notify you of my intention to surrender the lease for the property located at [Property Address], effective [Date of Surrender].

Per the terms of our lease agreement, I am providing this notice [insert number of days required by lease] days in advance. I kindly request that you confirm the acceptance of this surrender and inform me about the necessary move-out procedures.

I appreciate your understanding and support throughout my tenancy. Please let me know if there are any additional steps I need to take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]