

[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 Termination Notice

I am writing to formally notify you of my intention to terminate my lease at [Your Address] effective [Termination Date]. As per the lease agreement, I am providing [Number of Days, typically 30 or 60 days] notice.

I will ensure that the property is left in good condition and will schedule a walk-through inspection at your convenience. Please let me know how you would like to handle the return of my security deposit. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]