

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Landlord's Name]
[Property Management Company 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 intent to break my lease for the apartment located at [Apartment Address], effective [Date of Termination].

Due to [brief reason for breaking lease, e.g., "a job relocation", "personal circumstances", etc.], I find it necessary to vacate the premises earlier than the agreed lease end date of [Original Lease End Date].

I understand that I am responsible for adhering to the lease agreement terms, and I am willing to work together to find a solution that may include [offering to assist in finding a new tenant, providing a notice period as required by the lease, etc.].

Please let me know how you would like to proceed regarding the return of my security deposit and any final inspection arrangements. I sincerely apologize for any inconvenience this may cause.

Thank you for your understanding.

Best regards,

[Your Name]