

[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: Notice of Intent to Break Lease

I hope this message finds you well. I am writing to formally notify you of my intent to break the lease for the property located at [Property Address].

As per the terms of our lease agreement dated [Lease Start Date], I understand that I am required to provide [number of days, e.g., 30 days] notice prior to terminating my lease. My intended move-out date is [Move-Out Date].

The reason for my decision to break the lease is [briefly explain reason, e.g., job relocation, personal circumstances, etc.]. I will ensure that the property is returned in good condition and will handle any necessary arrangements for the final inspection.

Please let me know the steps I should follow regarding the return of my security deposit and any further actions you require from me before my departure.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]