

[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 Lease Termination

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

As per our lease agreement dated [Lease Start Date], I am required to provide [number of days] notice prior to vacating. My planned move-out date is [Move-Out Date], which gives you ample time to find a new tenant. The reason for this decision is [briefly explain reason for breaking lease, if comfortable]. I sincerely apologize for any inconvenience this may cause and appreciate your understanding.

I will ensure the property is returned in good condition and will cooperate with any viewings for prospective tenants. Please let me know how you wish to proceed regarding the security deposit and any final arrangements.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]