

[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 Release Request

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the release from my lease for the property located at [Property Address], effective [Desired Release Date].

Due to [brief explanation of reason, e.g., job relocation, personal circumstances], I am unable to fulfill the remainder of my lease agreement. As per our lease terms, I understand the conditions that apply to early termination and am willing to [mention any proposed solutions, e.g., finding a replacement tenant, paying any applicable fees].

I appreciate your understanding and consideration of my request. Please let me know if we can discuss this matter further.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]