

[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],

I hope this letter finds you well. I am writing to formally notify you that I will be breaking my lease at [Property Address] effective [Breakup Date].

As per the terms of our lease agreement dated [Lease Start Date], I am providing [Number of Days] days' notice. This decision was not made lightly, and I have taken into consideration [brief reason for breaking the lease, e.g., personal circumstances, job relocation, etc.].

I would appreciate your assistance in coordinating the move-out process and any necessary inspections. Please let me know how you would prefer to manage the return of my security deposit and any other related matters.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]