

[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 am writing to formally notify you of my decision to terminate my lease for the property located at [Property Address], effective [Termination Date]. As per the terms of our lease agreement, I am providing [X days/weeks] notice prior to the termination date.

Please let me know how and when you would like to conduct the final inspection of the property. I will ensure that the premises are in good condition and will return the keys to you on or before the termination date.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]