

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Notice of Lease Termination

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to terminate my lease for the property located at [Property Address], effective [Termination Date].

As per the terms of our lease agreement, please consider this letter as the required [number of days] days' notice. My final day of occupancy will be [Last Day of Occupancy]. I will ensure that all keys are returned to you and that the property is left in good condition.

Please let me know if there are any specific move-out procedures or if you would like to schedule a final walkthrough.

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]