

[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 Termination Notice

Dear [Landlord's Name],

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

In accordance with the terms of our lease agreement, I am providing you with [number of days] days' notice. My last day of residency will be [Last Day in Property].

Please let me know how you would like to proceed with the move-out inspection and the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]