

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title (if applicable)]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Early Termination Notice

I hope this message finds you well. I am writing to formally notify you of my intention to terminate [the lease agreement, contract, etc.] dated [original start date of the agreement], with an effective termination date of [desired termination date].

According to the terms of our agreement, I am providing this notice [number of days/weeks] in advance, as required. The reason for my early termination is [briefly explain reason, if comfortable].

I appreciate the time I've spent with [Company/Organization Name] and hope to ensure a smooth transition. Please let me know how you would like to proceed regarding the termination process and any next steps that may be necessary.

Thank you for your understanding.

Sincerely,

[Your Name]