

[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: Lease Termination Notice

I am writing to formally notify you of my intention to terminate my lease for the property located at [Rental Property Address]. This notice serves as my [number of days] days' notice, as required by our lease agreement, effective [Last Day of Tenancy].

The decision to terminate my lease is due to [reason for termination, if desired]. I will ensure that the property is returned in good condition and will be available for a final walkthrough on [proposed date for walkthrough].

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]