

[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],

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

As per the lease agreement signed on [Lease Start Date], I am providing [number of days/weeks, typically 30 days] notice as required. My last day of occupancy will be [Last Day of Occupancy].

I appreciate your understanding and cooperation during this process. I request to schedule a time for a final walkthrough of the property and to discuss the return of my security deposit.

Thank you for your assistance.

Sincerely,
[Your Name]