

[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 am writing to formally notify you of my intention to terminate the lease for [Property Address] effective [Termination Date]. As per the terms of our lease agreement, I am providing [Notice Period, e.g., 30 days] notice.

Please let me know the next steps regarding the move-out process and the return of my security deposit. I appreciate your assistance and understanding.

Thank you for the time I have spent at the property.

Sincerely,  
[Your Name]