

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Notice of Lease Termination

Dear [Landlord's Name],

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

According to our lease agreement dated [Lease Start Date], I am providing [Number of Days] days' notice, which is required for lease termination.

Please let me know the next steps regarding the move-out process, final inspection, and the return of my security deposit. I appreciate your cooperation and assistance during this transition.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]