

[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: Notice of Lease Termination

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].

As per the lease agreement, I am providing [number of days] days' notice, adhering to the required notice period. My last rental payment will be for the period ending [Last Payment Date].

I would like to discuss the final inspection of the property and the return of my security deposit. Please let me know a convenient time for us to meet.

Thank you for your understanding.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]