

[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 terminate my lease for the property located at [Property Address], effective [Termination Date].

I will ensure that the premises are returned in good condition and will schedule a walkthrough with you prior to my departure.

Thank you for your understanding.

Sincerely,

[Your Name]