

[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],

RE: Lease Termination Notice

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

As per the terms of our lease agreement, I am providing you with [number of days, e.g., 30 days] notice. My last day of occupancy will be [Last Day of Occupancy]. Please let me know if there are any specific move-out procedures you would like me to follow.

Thank you for your understanding. I appreciate your cooperation and support during my tenancy.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]