

[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: Final Lease Termination Notice

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

According to the lease agreement, I am providing [Number of Days/Months] notice, and I intend to vacate the premises by the specified termination date. Please let me know if you require a final inspection or if there are any outstanding matters that need to be addressed prior to my departure.

I would like to thank you for the opportunity to reside in the property and for your cooperation during my tenancy.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]