

[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: Termination of Lease Agreement

I am writing to formally notify you of my intent to terminate the lease agreement for the property located at [Property Address] effective [Termination Date]. This letter serves as my [number of days] days notice, as per the terms outlined in our lease agreement.

Please confirm the receipt of this notice and let me know the next steps regarding the move-out process and the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]