

[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 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]. According to our lease agreement, I am providing the required [number of days] notice.

Please let me know if there are any specific procedures you would like me to follow regarding the move-out process and the return of my security deposit.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]