

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Notice of Lease Termination

I hope this message finds you well. I am writing to formally notify you that I am terminating your lease for the property located at [Property Address]. According to the terms of our lease agreement, this letter serves as the required [number of days, e.g., 30 days] notice of termination.

The lease will officially terminate on [Termination Date]. Please ensure that you vacate the premises by this date. Additionally, please return all keys and any access devices to the property upon your departure.

If you have any questions or need assistance during your move-out process, feel free to reach out to me. I appreciate your cooperation and wish you the best in your future endeavors.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]