

[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: Notice of Lease Termination

I am writing to formally notify you of my intent to terminate my lease for the property located at [Property Address], effective [Last Day of Lease, considering notice period].

According to the lease agreement, I am providing [Number of Days/Months] notice, which satisfies the required notice period. My last day of occupancy will be [Last Day of Occupancy].

Please let me know the process for returning keys and conducting any necessary final inspections.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Lease Agreement Number (if applicable)]