

[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: Lease Termination Notice

I hope this message finds you well. This letter serves as formal notice of termination of your lease for the property located at [Property Address]. In accordance with the terms of the lease agreement, this notice is being provided [number of days] days in advance of the termination date, which will be [Termination Date].

Please ensure that you vacate the premises on or before this date. Your security deposit will be returned in accordance with state laws and the terms outlined in your lease agreement.

If you have any questions or need to discuss the move-out process, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]