

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

[Recipient's Name]
[Landlord/Property Management Company Name]
[Address of the Landlord/Property Management Company]
[City, State, ZIP Code]

Subject: Lease Termination Notice

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my intent to terminate the lease for the property located at [Property Address], effective [Termination Date].

In accordance with the terms of the lease agreement, I am providing [Number of Days] days' notice as required. My last day of occupancy will be [Last Day of Occupancy].

Please let me know the next steps regarding the move-out process, including any inspections or return of the security deposit.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]