

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

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]

Subject: Notice to Terminate Lease

Dear [Landlord's Name],

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

As per the terms of our lease agreement, I am providing [Number of Days, e.g., 30 days] notice. My last day of occupancy will be [Last Day of Occupancy].

Please let me know how you would like to proceed regarding the return of my security deposit and any final inspections.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]