

[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: Lease Termination Notice

I hope this letter finds you well.

I am writing to formally notify you of my intention to terminate the lease for [Property Address], which I am currently renting. In accordance with the lease agreement, I am providing the required [number of days, typically 30 or 60] days' notice.

My last day of occupancy will be [Last Day of Occupancy]. I will ensure that the property is returned to you in good condition and will schedule a final walkthrough at your convenience.

Please let me know if there are any specific move-out procedures you would like me to follow.

Thank you for your understanding.

Sincerely,

[Your Name]