

[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],

I am writing to formally notify you of my intent to terminate my lease for the property located at [Rental Property Address], effective [Termination Date]. According to the terms of our lease agreement, I am providing [Number of Days, e.g., 30 days] notice as required.

I will ensure that the property is returned in good condition and will arrange for a walk-through inspection at your convenience. Please let me know how you would like to proceed regarding the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]