

[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: Notice of Lease Termination

I hope this letter finds you well. This is to formally notify you that I am terminating my residential lease for the property located at [Rental Property Address]. According to the lease agreement, the required notice period is [number of days/months], and my intended move-out date is [Move-Out Date].

I will ensure that the property is returned in good condition and that all outstanding rent payments are made prior to my departure. Please let me know if you would like to schedule a time for the final walkthrough. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]