

[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 am writing to formally notify you of my intention to terminate my lease for the property located at [Property Address]. According to the terms of our lease agreement, I am providing [number of days/weeks notice] notice, with my last day of occupancy being [Last Day of Occupancy, e.g., MM/DD/YYYY].

I appreciate the opportunity to have lived in your property and will ensure to leave the premises in good condition. Please let me know a convenient time for you to conduct a final inspection.

Thank you for your understanding.

Sincerely,
[Your Name]