

[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 hope this letter finds you well. I am writing to formally notify you of my intention to terminate my lease for the property located at [Rental Property Address]. As per the lease agreement, I am providing two months' notice, with my intended move-out date being [Move-Out Date].

Please let me know the next steps regarding the move-out process and any arrangements for the return of my security deposit.

Thank you for your understanding.

Sincerely,  
[Your Name]