

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Lease Termination Notice

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally notify you of my intention to terminate the lease for the property located at [Property Address] effective [Termination Date].

As per the lease agreement, I am providing you with [number of days] days' notice, satisfying the required notice period. My last day of residence will be on [Last Day of Residence], and I will ensure that the property is in good condition upon my departure.

Please let me know a suitable time for the final walkthrough and to discuss the return of my security deposit. Thank you for your understanding.

Sincerely,
[Your Name]