

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

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

Subject: Request for Release from Rental Agreement

Dear [Landlord's Name],

I hope this message finds you well.

I am writing to formally request to be released from my rental agreement for the property located at [Property Address], effective [Desired End Date]. Due to [briefly explain reason, e.g., personal circumstances, job relocation], I am unable to fulfill the terms of the lease.

As per our agreement, I am providing [number] days' notice and will ensure that the property is returned in good condition. I kindly request that you provide written confirmation of this release and any additional steps I need to take regarding the security deposit and final inspection. Thank you for your understanding, and I appreciate your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]