

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

According to the terms of our lease agreement, I am providing [number of days] days notice, and my final day of residence will be [Final Move-out Date]. I will ensure that the property is returned to you in good condition and will arrange for a walk-through on or before my move-out date.

Please let me know how you would like to handle the return of my security deposit. I appreciate your cooperation and understanding in this matter. Thank you for the time I spent in your property.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]