

[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],

RE: Notice of Lease Termination

I hope this message finds you well. I am writing to formally notify you of my intention to terminate the lease for the property located at [property address]. According to the terms of our lease agreement, I am providing you with [number of days] days' notice, making the effective termination date [effective date].

I appreciate your understanding in this matter and will ensure that the property is returned to you in good condition. Please let me know if you would like to schedule a final walkthrough.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]