

[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 my lease for the property located at [Rental Property Address] effective [Termination Date]. In accordance with the lease agreement, I am providing [number of days, e.g., 30 days] notice prior to my intended move-out date.

Please let me know if you would like to schedule a final walkthrough of the property or if there are any specific move-out procedures I should follow.

Thank you for your understanding.

Sincerely,
[Your Name]