

[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: Lease Termination Notice

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

As per the lease agreement, I am providing [number of days] days notice. My final day of residency will be [Final Move-out Date]. I will ensure that the property is left in good condition and will return the keys to you on or before my move-out date.

Please let me know if you would like to arrange a time for a final walkthrough of the property. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]