

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

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

Subject: Formal Notice of Lease Termination

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my intent to terminate the lease for the property located at [Property Address], effective [Termination Date]. This notice is given in accordance with the terms outlined in our lease agreement dated [Lease Start Date].

Please consider this letter as my official notice of termination, adhering to the notice period of [insert notice period, e.g., 30 days] as required in the lease.

I will ensure that the property is returned in good condition and will coordinate with you for the final walkthrough. Please let me know a convenient time for us to meet.

Thank you for your understanding. I look forward to your confirmation of this notice.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Lease Agreement Reference Number (if applicable)]