

[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],

I am writing to formally notify you of my intention to terminate my lease at [Rental Property Address] effective [Termination Date]. According to the terms of our lease agreement, I am providing [number of days, typically 30 or 60] days notice.

I would like to schedule a time for the final inspection of the property and discuss the return of my security deposit. Please let me know your available times.

Thank you for your understanding.

Sincerely,

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