

[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 intent to cancel my lease for the property located at [Property Address]. As per our lease agreement, I am providing [number of days] days' notice, with the cancellation effective on [Effective Date].

Please confirm the receipt of this letter and any further steps I need to take regarding my lease termination.

Thank you for your understanding.

Sincerely,  
[Your Name]