

[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 hope this message finds you well. I am writing to formally notify you that I need to back out of the lease agreement for [Property Address] that we signed on [Lease Start Date].

Due to [brief explanation of your reason, e.g., unforeseen circumstances, personal reasons, etc.], I am unable to proceed with the lease as intended. I understand the importance of this commitment and apologize for any inconvenience this may cause.

As per our lease agreement, I am providing this notice [insert any required notice period] in advance. I appreciate your understanding and support in this matter.

Thank you for your attention, and I hope to resolve this situation amicably. Please let me know if there are any further steps I need to take.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]