

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

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

Subject: Termination of Lease Agreement

Dear [Landlord's Name],

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

As per the terms outlined in our lease agreement, I am providing [number of days/weeks] notice as required. My last day of occupancy will be [Last Day in the Property]. I will ensure that the property is returned in good condition and will coordinate a time for the final walkthrough.

Please let me know if there are any specific procedures you would like me to follow or if you require any further information.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]