

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

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

Subject: Lease Termination Notice

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to terminate the lease for the property located at [Property Address] in accordance with the lease agreement dated [Lease Start Date].

As per the terms outlined in our lease, I will be vacating the premises by [Move-Out Date], providing you with a notice period of [Number of Days] days. I have thoroughly enjoyed my time here, but due to [reason for termination, e.g., relocation, financial reasons], I am unable to continue my tenancy.

I would appreciate it if we could schedule a walk-through of the property to discuss any potential deductions from my security deposit as well as the return of [specify any keys, access cards, etc.]. Please let me know what date would be convenient for you.

Thank you for your understanding and support during my time as a tenant. I wish you all the best in the future.

Sincerely,

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