

[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],

Subject: Lease Termination Notice

I am writing to formally notify you of my intention to terminate my lease for [Property Address] effective [Termination Date]. According to the lease agreement, I am providing [number of days] notice.

Please let me know the next steps regarding the return of my security deposit and the final walk-through.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]