

**\*\*Lease Termination Letter Outline\*\***

**1. \*\*Your Information\*\***

- Full Name
- Address
- Phone Number
- Email Address
- Date

**2. \*\*Recipient Information\*\***

- Landlord's Name
- Property Management Company (if applicable)
- Address

**3. \*\*Subject Line\*\***

- "Notice of Lease Termination"

**4. \*\*Greeting\*\***

- "Dear [Landlord's Name],"

**5. \*\*Introduction\*\***

- State your intention to terminate the lease
- Reference the lease agreement including the start date and any specific termination clauses

**6. \*\*Reason for Termination (if necessary)\*\***

- Briefly explain the reason for your decision (optional)

**7. \*\*Termination Date\*\***

- Specify the date on which you intend to vacate the property
- Mention adherence to the notice period as per the lease agreement

**8. \*\*Request for Final Inspection\*\***

- Ask for a walkthrough inspection of the property before moving out
- Include your availability for scheduling this inspection

**9. \*\*Security Deposit Information\*\***

- Request details on how the security deposit will be handled
- Provide your new address for the return of the deposit

**10. \*\*Contact Information for Future Communication\*\***

- Reiterate your contact info for any final communications or questions

**11. \*\*Closing\*\***

- "Thank you for your understanding."
- "Sincerely,"
- Your Name

**12. \*\*Enclosures (if any)\*\***

- Includes copies of relevant documents (e.g., lease agreement) if needed