

[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 Notification

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to terminate my lease for the property located at [Property Address] as of [Termination Date].

As per the lease agreement, I am providing [Number of Days] days notice. My last day of occupancy will be [Last Day of Occupancy].

Please let me know how you would like to arrange the final walkthrough and the return of my security deposit. I appreciate your understanding and cooperation in this matter.

Thank you for being a good landlord during my tenancy.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]