

[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: Termination of Lease Agreement

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

In accordance with the terms of the lease agreement signed on [Lease Start Date], I am providing [Number of Days] days' notice, as required.

I kindly request that you confirm the receipt of this notice and provide details regarding the return of my security deposit and any necessary move-out procedures.

Thank you for your understanding. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or need further information.

Sincerely,

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