

[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],

RE: Lease Termination Notice

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

In accordance with the terms of our lease agreement and applicable laws in [Jurisdiction], I am providing you with [number of days] days' notice as required.

Please arrange for a final inspection of the property on or about [Proposed Inspection Date]. I request that my security deposit of [Amount] be returned to me within [number of days] days after my move-out date, as stipulated in our lease agreement.

Thank you for your understanding. Should you have any further questions, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]