

[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 Notice

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 [Your Rental Address], effective [Termination Date].

As per the terms outlined in our lease agreement dated [Lease Start Date], I am providing [Notice Period, e.g., 30 days] notice regarding my vacating of the premises. My last day of occupancy will be [Final Move-Out Date].

Please let me know how you would like to proceed with the return of my security deposit and any other final arrangements.

Thank you for your understanding.

Sincerely,
[Your Name]