

[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: Lease Termination Notice

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

As per the terms of our lease agreement, I am providing you with [number of days, e.g., 30 days] notice as required. My final day of occupancy will be [Final Move-Out Date].

Please let me know if there are any specific move-out procedures you would like me to follow. I will ensure that the property is returned in good condition and arrange for a final walkthrough at your convenience. Thank you for your understanding. I appreciate your cooperation during my tenancy.

Sincerely,
[Your Name]