

[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 the lease for the property located at [Property Address], in accordance with the terms of our lease agreement dated [Lease Start Date].

As per the lease agreement, I am providing [Number of Days] days' notice, with the final day of occupancy being [Final Move-Out Date]. I will ensure that the property is returned in good condition and will coordinate with you to schedule a walkthrough inspection on or before my move-out date.

Please let me know how you would like to handle the return of the security deposit. It has been a pleasure living in the property, and I appreciate your understanding regarding my decision.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]