

[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: Notice of Lease Termination

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 [Property Address], effective [Termination Date].

According to the terms outlined in our lease agreement, I am providing [X days/weeks/months] notice as required. My final day of occupancy will be [Final Move-Out Date].

Please let me know a convenient time for you to conduct a walkthrough of the property. I want to ensure that the apartment is returned in good condition and to address any further arrangements regarding the return of my security deposit.

Thank you for your understanding. If there are any additional steps you require me to take, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Lease Agreement Number (if applicable)]