

[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],

I hope this message finds you well. I am writing to formally notify you that I am terminating my lease for the property located at [Property Address], effective [Lease Termination Date]. In accordance with the lease agreement and the required notice period, this letter serves as my official notice.

I will ensure that the property is returned in good condition and will make arrangements for a walkthrough inspection on or before my move-out date. Please let me know your preferred date and time for this inspection.

Thank you for your understanding and cooperation throughout my tenancy. I appreciate the support you've provided.

Best regards,

[Your Name]