

[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 Cancellation

I hope this letter finds you well. I am writing to formally notify you of my decision to cancel my lease for the property located at [Property Address], effective [Cancellation Effective Date].

As per the terms outlined in our lease agreement, I am providing [Notice Period, e.g., 30 days] notice of my intention to vacate the premises. My last day of occupancy will be [Last Day of Occupancy].

I appreciate your understanding in this matter. Please let me know how you would like to proceed regarding the return of my security deposit and any final inspections that may be necessary.

Thank you for your cooperation.

Sincerely,
[Your Name]