

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, ZIP Code]

Subject: Tenant Lease Termination Request

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the termination of my lease for the property located at [Rental Property Address].

As per the terms of my lease agreement, I am providing [number of days, typically 30 or 60] days' notice, with my intended move-out date being [Move-Out Date].

I kindly ask for your guidance on the move-out procedures and any necessary steps regarding the return of my security deposit.

Thank you for your attention to this matter. I appreciate your cooperation and understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]