

[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: Termination of Lease

I am writing to formally notify you of my intention to terminate my lease for the property located at [Property Address]. According to the terms of the lease agreement, I am providing [number of days, e.g., 30 days] notice, with my final day of occupancy being [Final Day of Occupancy, e.g., December 31, 2023].

Please let me know if there are any specific move-out procedures or requirements you would like me to follow. Additionally, I would appreciate information on the return of my security deposit.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]