

[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: Early Termination of Lease Agreement

I hope this letter finds you well. I am writing to formally notify you of my intention to terminate my lease early for the property located at [Property Address], which is currently set to expire on [Original Lease Expiration Date].

Due to [brief explanation of reason for early termination, e.g., job relocation, personal circumstances], I must vacate the premises by [Intended Move-Out Date].

In accordance with our lease agreement, I am providing [number of days] notice as required. I will ensure that the property is returned in good condition and will arrange for a final walk-through at your convenience. Please let me know if there are any specific procedures you would like me to follow regarding the return of keys or any other responsibilities. Thank you for your understanding. I appreciate your cooperation in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]