

[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: Lease Termination Notice

I hope this message finds you well. I am writing to formally notify you of my intention to terminate my lease for the property located at [Rental Property Address], effective [Termination Date].

As per the terms of our lease agreement, I am providing [number of days, typically 30 or 60 days] notice of my departure. My final move-out date will be [Move-Out Date].

Please let me know how to proceed with the return of my security deposit and any other move-out procedures you may require.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]