

[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 [Property Address], effective [Termination Date].

In accordance with the lease agreement, I am providing [number] days' notice, which I trust aligns with the terms stipulated in our contract. I intend to vacate the premises by [Move-Out Date] and will ensure that the property is in good condition upon my departure.

Please let me know your preferred process for the return of the security deposit and any final walkthroughs needed. I appreciate your understanding and support during this transition.

Thank you for being a wonderful landlord during my time here. I wish you all the best in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]