

[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 Agreement

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

As per the terms of our lease, I am providing [number of days, e.g., 30 days] notice as required. My last day of residence will be [Last Day], and I will ensure that the property is returned in good condition, complying with all stipulations of our lease agreement.

Please let me know if there are any specific instructions regarding the move-out process or the return of the security deposit.

Thank you for your cooperation. I appreciate the time I have spent at your property and look forward to resolving any outstanding matters amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]