

[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],

RE: Notice of Lease Termination

I hope this letter 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 and applicable laws, I am providing [number of days, typically 30 or 60 days] notice as required. My final day of residence will be [Last Day of Occupancy].

Please let me know how you would like to proceed with the move-out process and the return of my security deposit. I would like to schedule a walkthrough of the property on [Proposed Date for Walkthrough], if that works for you.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]