

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Lease Termination Notice

Dear [Landlord's Name],

I am writing to inform you of my decision to terminate my lease for the property located at [Property Address] effective [Termination Date]. According to the lease agreement, I am providing you with [number of days] days' notice as required.

Please let me know how to proceed with the move-out process, including any final inspections or returning the keys. Thank you for your understanding.

Sincerely,

[Your Name]