

Notice of Lease Exit Strategy

Date: [Insert Date]

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

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally communicate my intent to exit the lease for the property located at [Property Address] at the end of the lease term, which is set to expire on [Lease Expiration Date].

As we approach the end of the lease period, I would like to discuss the necessary steps and any obligations required for a smooth transition. Please let me know your availability so we can arrange a meeting to discuss the exit strategy in detail.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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