

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

## **Subject: Request for Rental Contract Cancellation**

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my rental contract for the property located at [Property Address], which I currently rent from you.

Due to [provide reason, e.g., personal circumstances, job relocation, etc.], I find myself unable to continue with the rental agreement. I kindly request that you consider my situation and approve my cancellation of the contract effective [Desired cancellation date].

I appreciate your understanding and assistance with this matter. Please let me know if there are any forms or procedures I need to complete in order to facilitate this cancellation.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]