

Letter of Intent to Terminate Rental Lease Early

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally notify you of my intent to terminate my rental lease for the property located at [Rental Property Address] prior to the scheduled termination date of [Original Lease End Date].

Due to [briefly explain the reason for early termination, e.g., job relocation, personal circumstances], I am unable to continue my lease. I kindly request that you accept this letter as my official notice and consider this as the [insert notice period, e.g., 30 days] notice as required by our lease agreement.

I appreciate your understanding and cooperation in this matter. Please let me know how we can best proceed with the termination process and any necessary steps regarding the return of my security deposit.

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

Sincerely,

[Your Name]