

# Early Lease Cancellation Notification

Date: [Insert Date]

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

Dear [Landlord's Name],

I am writing to formally notify you of my intention to cancel my lease for the property located at [Property Address] effective [Cancellation Date]. In accordance with the lease agreement, I understand that I am required to provide [Notice Period, e.g., 30 days] notice of my intent to vacate.

Due to [brief explanation of reason for early cancellation, e.g., unforeseen circumstances, job relocation, etc.], I am unable to fulfill the remainder of the lease term. I appreciate your understanding in this matter.

Please let me know how we can proceed with the move-out process, including any necessary inspections and the return of my security deposit.

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]