

# Letter of Request to Terminate Rental Lease

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 request the termination of my rental lease for the property located at [Property Address], which is currently set to expire on [Lease Expiration Date]. Due to [brief explanation of your reason, e.g., job relocation, personal circumstances], I am unable to fulfill the remaining lease term.

As per our lease agreement, I understand that I am required to provide [number of days] notice. I apologize for any inconvenience this may cause and am willing to assist in finding a new tenant during this transition period.

Thank you for considering my request. I look forward to your understanding and hope we can discuss this matter further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]