

# Early Termination of Lease Request

Date: [Insert Date]

[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 request an early termination of my lease for the property located at [Property Address], which is currently scheduled to end on [Lease End Date].

Due to [brief explanation of reason, e.g., job relocation, personal circumstances], I find myself in a position where I must terminate my lease earlier than anticipated.

In accordance with the lease agreement, I am providing you with [number of days, e.g., 30 days] notice and hope to vacate the property by [Proposed Move-Out Date]. I would appreciate your understanding and support in this matter.

Please let me know if there are any specific steps you would like me to take before I vacate the unit. I am willing to assist in finding a new tenant if needed.

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]