

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Landlord's Name],

I am writing to formally inform you of my intention to terminate my rental contract for the property located at [Rental Property Address] effective [Effective Termination Date]. This decision has not been easy, but due to [reason for early termination, e.g., job relocation, personal circumstances], I am unable to fulfill the remainder of the lease term.

According to the terms of our rental agreement, I am providing you with [number of days] days notice and have attached a copy of the necessary documentation supporting my request for early termination.

Please let me know how we can proceed with the return of my security deposit and the final inspection of the property. I would appreciate your guidance on the next steps to ensure a smooth transition.

Thank you for your understanding and support in this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]