

Early Lease Cancellation Request

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 message finds you well. I am writing to formally request the early cancellation of my lease for the property located at [Property Address], which is scheduled to end on [Lease End Date].

Due to [brief explanation of the reason for early cancellation], I find myself in the unfortunate position of needing to vacate the premises earlier than anticipated. I understand the terms of the lease, and I am willing to discuss any necessary arrangements that would be required to facilitate this process.

I kindly ask for your understanding and cooperation in this matter. I am happy to meet at your convenience to discuss this further or to address any outstanding obligations. I would appreciate your prompt response to this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]