

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Formal Lease Termination Announcement

Dear [Landlord's Name],

I am writing to formally announce my decision to terminate my lease for the property located at [Property Address], effective [Termination Date]. This letter serves as my [number of days, e.g., "30 days"] notice, as per the lease agreement.

Thank you for the opportunity to reside in [Property Address]. I appreciate your understanding in this matter. Please let me know how you would like to proceed regarding the final inspection and return of my security deposit.

Sincerely,

[Your Name]