

Amicable Lease Termination Letter

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 notify you of my intention to terminate the lease for the property located at [Property Address] effective [Termination Date].

As per our lease agreement, I am providing [insert notice period, e.g., 30 days] notice. My last day in the property will be [Last Day of Occupancy].

I want to express my gratitude for the time I have spent in your property. I appreciate your support and understanding during my tenancy and hope to leave the property in good condition.

Please let me know a convenient time for both of us to conduct a walkthrough of the property.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

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