

Lease Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally request the termination of my lease at [Rental Property Address]. As per our lease agreement, I am providing you with [insert notice period, e.g., 30 days] notice of my intention to vacate the premises. My last day of residence will be [Insert Final Move-Out Date].

Due to [brief reason for early termination, e.g., job relocation, personal circumstances], I am unable to continue with the lease as initially agreed upon. I would appreciate your understanding in this matter.

Thank you for your attention to this request. Please confirm the receipt of this letter and any further steps that need to be taken.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]