

# Lease Termination Letter

[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 notify you of my intention to terminate the lease agreement for the property located at [Rental Property Address] effective [End Date of Rental Agreement]. As per the terms outlined in our lease, I am providing [Number of Days] days notice to ensure a smooth transition.

Please let me know if there are any specific move-out procedures that I need to follow. I would also like to arrange a time for the final inspection of the property.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]