

# Lease Termination Request

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 hope this message finds you well. I am writing to formally request an early termination of my lease for the property located at [Property Address]. Due to [reason for transfer, e.g., a job transfer, family circumstances], I will be unable to fulfill the remainder of my lease agreement.

As my lease is set to expire on [Lease End Date], I kindly ask for your understanding and cooperation in allowing me to terminate the lease effective [Proposed Termination Date]. I am willing to assist in finding a suitable replacement tenant should that be necessary.

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

Sincerely,  
[Your Name]