

# Lease Termination Notice

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as formal notice of your lease termination for the property located at [Property Address]. According to the terms of your lease agreement, this notice is being provided [number of days] days in advance of the termination date, which will be [Termination Date].

We appreciate your cooperation during this time. Please ensure that the premises are vacated by the termination date and that they are returned in good condition, as outlined in your lease agreement.

If you have any questions or need assistance during your moving process, please feel free to reach out to me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title or Position]

[Landlord/Management Company Name]

[Contact Information]