

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Inquiry About Lease Termination Options

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inquire about my lease for [Property Address], which is set to expire on [Lease Expiration Date]. Due to [brief explanation of reasons, e.g., personal circumstances, job relocation, etc.], I am considering the possibility of terminating my lease earlier than the stipulated end date.

I would appreciate it if you could provide me with information regarding the options available for lease termination, including any potential fees or requirements that may apply. Understanding these details will greatly assist me in making an informed decision.

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

Sincerely,

[Your Name]