

Early Lease Termination Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Notice of Early Lease Termination

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to terminate my lease for the property located at [Property Address] earlier than the agreed-upon end date of [Lease End Date].

Due to [briefly explain the reason for early termination, e.g., job relocation, personal reasons], I will need to vacate the premises by [Proposed Move-Out Date]. I understand that my lease requires [any relevant information about the lease terms, e.g., a notice period], and I intend to comply with that requirement.

I would like to discuss any necessary steps to ensure a smooth transition, including [any specifics about the move-out process, security deposit return, etc.]. Please let me know a convenient time for us to meet or discuss this further.

Thank you for your understanding. I appreciate your cooperation.

Sincerely,

[Your Name]