

Lease Cancellation Request

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]

Dear [Landlord's Name],

I am writing to formally request the cancellation of my lease for the property located at [Property Address], which is set to expire on [Lease Expiration Date]. Due to [brief explanation of reason for cancellation], I am unable to fulfill the remainder of the lease.

According to the terms of the lease agreement, I believe that I am entitled to [mention any relevant terms, if applicable]. I kindly ask for your understanding in this matter and request your confirmation of the lease cancellation.

Please let me know if there are any formalities or procedures I need to fulfill to complete this cancellation.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]