

# Letter of Early Lease Termination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally notify you of my intention to terminate my lease for the property located at [Property Address] due to a job transfer. As per our lease agreement, I am providing you with [insert required notice period, e.g., 30 days] notice.

The reason for my early termination is that I have accepted a position that requires me to relocate to [New Location]. My last day of residency will be [Last Day in Property]. I understand my responsibilities regarding the lease and will ensure that the property is left in good condition.

Please let me know the next steps and if there are any formalities required from my side for the termination process. I appreciate your understanding and cooperation during this transition.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]