

# Lease Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

## **Subject: Lease Cancellation Notice**

Dear [Landlord's Name],

I hope this message finds you well. I am writing to officially notify you of my intention to cancel my lease for the property located at [Property Address], effective [Cancellation Date]. This decision comes as a result of a job change that requires me to relocate.

According to the terms of our lease agreement, I understand that I am required to provide notice [number of days notice required] days in advance, and I am ensuring that I fulfill this obligation. I would greatly appreciate your guidance regarding the return of my security deposit and any necessary procedures to conclude our rental agreement smoothly.

I want to take this opportunity to thank you for your understanding and support during my tenancy. Should you need to discuss this further, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]