

# 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]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally notify you of my intent to terminate my lease for the property located at [Your Address] due to an unexpected job relocation. My last day of residence will be [Last Day of Residence, typically the end of the notice period].

According to our lease agreement, I am providing [Number of Days, e.g., 30 days] notice and will ensure that the property is vacated in good condition. Please let me know if there are any specific move-out procedures you would like me to follow.

I appreciate your understanding in this matter and thank you for the time I've spent renting from you. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions.

Thank you for your assistance.

Sincerely,

[Your Name]