
Lease Cancellation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Today's Date]

[Landlord/Property Manager's Name]
[Property Management Company Name]
[Property Address]
[City, State, Zip Code]

Subject: Lease Cancellation Request for [Property Address]

Dear [Landlord/Property Manager's Name],

I am writing to formally request the cancellation of my lease agreement for the property located at [property address], which commenced on [lease start date]. Due to [state your reason, if necessary], I am unable to continue the lease and kindly ask to end the tenancy effective [desired cancellation date, if applicable].

Please let me know about the necessary steps, any potential penalties, or required procedures for the termination. I would appreciate it if you could confirm the cancellation and any related documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Contact Number]
[Your Email Address]