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# 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]