**Lease Termination Letter Template**

**horizontal line**

**[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 Termination Notice**

**Dear [Landlord’s Name],**

**I am writing to formally notify you of my intention to terminate my lease for the property located at [Rental Property Address]. My move-out date will be [Move-Out Date], which adheres to the [number of days]-day notice period stipulated in our lease agreement.**

### **Reason for Termination:**

**[Briefly explain your reason for terminating the lease, e.g., job relocation, purchasing a home, etc.]**

### **Move-Out Details:**

* **Final Rent Payment: I will ensure the final rent payment is made by [Date].**
* **Property Condition: The property will be cleaned, and all personal belongings removed.**
* **Return of Keys: I will return the keys to the property on [Move-Out Date].**

**Please advise on the process for the return of my security deposit and any other steps I need to follow to ensure a smooth move-out process.**

**Thank you for your cooperation and understanding.**

**Sincerely,  
[Your Signature]  
[Your Name]**