**Free Lease Termination 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: Free Lease Termination Notice**

**Dear [Landlord’s Name],**

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

### **Reason for Termination:**

**[Briefly state your reason for terminating the lease.]**

### **Move-Out Process:**

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

### **Security Deposit:**

**Please provide information on the process for returning my security deposit, including any potential deductions for damages or outstanding rent.**

### **Contact Information:**

| **Detail** | **Information** |
| --- | --- |
| **Phone Number** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Email Address** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Forwarding Address** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Thank you for your assistance and understanding. Please let me know if there are any additional steps I need to take.**

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