

Lease Termination Letter Template

[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]