

# Formal 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]

Dear [Landlord's Name],

## **Re: Formal Termination of Lease Agreement**

I am writing to formally notify you of my intent to terminate the lease agreement for the property at [Rental Property Address]. The lease agreement is scheduled to expire on [Lease End Date], but I will be vacating the premises on [Move-Out Date].

In accordance with our lease, I will ensure that all rent and other obligations are met through the termination date. I will also take care of any necessary cleaning and repairs to return the property to its original condition.

Please contact me with any further instructions regarding the move-out process, return of the security deposit, and any other formalities.

Thank you for your cooperation.

Sincerely,

**[Your Name]**