

June 14, 2024

John Smith
123 Main Street
Springfield, IL 62701

Mary Johnson
456 Oak Avenue
Springfield, IL 62703

Re: Early Lease Termination Notice

Dear Mr. Smith,

I am writing to formally notify you of my intent to terminate my lease for the premises located at 456 Oak Avenue, Springfield, IL 62703, prior to the lease end date.

As per the lease agreement, I am providing a 30-day written notice of my intention to vacate the property. My move-out date will be July 14, 2024. I will ensure the apartment is left in good condition, subject to a final inspection.

Please advise me of any further steps I need to take and let me know about the process for the return of my security deposit.

Thank you for your understanding and cooperation.

Sincerely,
Mary Johnson