

Formal Lease Termination Notification

Date:

[Insert Date]

To:

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

From:

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Subject: Notice of Lease Termination

Dear [Landlord's Name],

I am writing to formally notify you of my intent to terminate the lease for the property located at [Rental Property Address]. This notice is provided in accordance with the terms stated in the lease agreement, requiring [# of days, e.g., 30 days] advance notice of intention to vacate.

The last day of my tenancy will be [Move-Out Date], after which I will return the keys and vacate the premises. Please inform me of any procedures required for the return of the security deposit and inspection of the property.

Thank you for your cooperation.

Sincerely,

[Tenant's Name and Signature]