

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, ZIP Code]

**Subject: Rental Property Lease Termination Request**

Dear [Landlord's Name],

I am writing to formally notify you of my intention to terminate the lease for the property located at [Rental Property Address].

According to the terms of the lease agreement signed on [Lease Start Date], I am providing [number of days, e.g., 30] days' notice as required.

My intended move-out date is [Intended Move-Out Date]. Please let me know the necessary steps for the return of my security deposit and for conducting the final inspection of the property.

Thank you for your understanding and cooperation.

Sincerely,  
[Your Name]