

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Company Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Notice of Intent to Terminate Lease Agreement

Dear [Landlord Name],

I am writing to formally notify you that I will be breaking my lease agreement for the property located at [Your Rental Address]. My last day of occupancy will be [Date you plan to move out].

I am terminating the lease early due to [Briefly state reason, e.g., job relocation, personal reasons, or military orders].

I am aware of the terms regarding early termination as outlined in our lease agreement. I intend to fulfill my obligations by [State how you will handle penalties, e.g., paying the early termination fee or assisting in finding a replacement tenant].

Please let me know the process for the final move-out inspection and the return of my security deposit. My forwarding address will be:

[Your New Address]
[City, State, Zip Code]

Thank you for your understanding and cooperation regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]