

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Landlord Address]

RE: Request for Early Lease Termination for [Property Address]

Dear [Landlord Name],

I am writing to formally request an early termination of my lease agreement for the property located at [Property Address], which is currently scheduled to end on [Original Lease End Date].

Due to [Reason for leaving: e.g., job relocation, personal reasons, financial changes], I am requesting to vacate the premises by [Requested Move-out Date].

I am aware of the terms of my lease regarding early termination. I would like to discuss the possibility of [Option: e.g., finding a replacement tenant, paying a buy-out fee, or forfeiting my security deposit] to reach a mutually agreeable solution. I intend to leave the property in excellent condition and will cooperate fully with any showings needed to re-rent the unit.

Please let me know the next steps and any specific forms or procedures required to finalize this request. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]