

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

[Date]

[Landlord or Property Management Name]  
[Address]

**RE: Notice of Intent to Vacate and Lease Termination due to Financial Hardship**

Dear [Landlord Name],

I am writing to formally notify you that I must terminate my lease agreement for the property located at [Your Address], effective [Date you plan to move out]. My current lease is scheduled to end on [Original Lease End Date].

This difficult decision is due to an unexpected job loss that occurred on [Date of Job Loss]. Because of this sudden change in my financial situation, I am no longer able to meet the monthly rent obligations. I have attached [Proof of Unemployment/Layoff Notice] for your records.

I understand that I am breaking the lease early, and I am requesting your compassion regarding any early termination fees or penalties given these extenuating circumstances. I intend to leave the property in excellent condition and will cooperate fully with showings to help you find a new tenant as quickly as possible.

Please let me know the next steps regarding the move-out inspection and the return of my security deposit. I would appreciate it if we could discuss a settlement that is fair to both parties.

Thank you for your time and understanding during this challenging period.

Sincerely,

[Your Signature]  
[Your Printed Name]