

Lease Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Lease Termination Notice

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally notify you of my decision to terminate the lease agreement for the property located at [Address of Rental Unit]. As per the terms of the lease, this letter serves as the required notice, and my intention is to vacate the premises by [Last Day of Lease].

Lease Details:

- Tenant Name: [Your Full Name]
- Rental Property Address: [Address of Rental Unit]
- Lease Start Date: [Start Date of Lease]
- Lease End Date: [End Date of Lease]
- Monthly Rent Amount: [Rent Amount]

I have thoroughly enjoyed my time living in the rental unit and greatly appreciate your responsiveness and support throughout my tenancy. However, due to personal reasons, I find it necessary to move out and terminate the lease agreement.

In accordance with the lease terms, I understand that I am responsible for paying the rent until the

end of the notice period, which will be effective from the date this letter is received, as per the lease agreement. I assure you that I will leave the property in excellent condition, following all required cleaning and maintenance procedures.

Please advise me on the specific move-out procedures, including the inspection process and return of the security deposit. I kindly request you to conduct a final walkthrough of the property on or shortly before the lease termination date, so that any potential issues can be addressed promptly.

I will be available to coordinate with you regarding the move-out process and to arrange a suitable date and time for the final inspection.

Thank you for your understanding and cooperation throughout my tenancy. I appreciate your prompt attention to this matter and hope for a smooth transition.

If you have any further questions or need any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Once again, thank you for providing me with a comfortable living environment during my stay in the rental unit.

Sincerely,

[Your Full Name]

[Signature if sending a physical letter]