[Todays Date]

[Your First Name] [Your Last Name]

[Your street address] [No.]

[Your city] [state] [zip]

[Landlord’s Name]

[Landlord’s Street Address] [No.]

[Landlord’s City], [State] [Zip]

**Cancellation of Lease**

Dear Sir or Madam,

I wish to inform you that I will be terminating my lease on [date you plan to terminate]. This letter provides the necessary notice of [required notice] as outlined in the lease.

I will move out my belongings and return my keys to [address of property management office] by [date you plan to terminate].

Please mail my security deposit to [your new address] by [period of time your landlord has to return the deposit as outlined in your lease].

Confirm receipt of this letter by telephone [Your phone number] or email [Your email address].

Thank you in advance.

Sincerely,

[First name] [Last name]