

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

[Date]

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

RE: Notice of Intent to Vacate and Early Lease Termination

Dear [Landlord Name],

Please accept this letter as formal notification that I will be vacating the premises located at [Your Address] on [Move-out Date].

My current lease is scheduled to expire on [Lease End Date]. However, I am requesting an early termination of the lease due to [Reason for leaving, e.g., job relocation, personal reasons].

I am aware of the terms regarding early termination as outlined in my lease agreement. I would like to schedule a move-out inspection on [Date] at [Time] to assess the condition of the property.

Please send my security deposit refund and the final itemized statement to my forwarding address:

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

Please let me know the next steps regarding the key handover and any outstanding utilities or fees.

Sincerely,

[Your Signature]
[Your Printed Name]