**Lease Termination Letter to Landlord**

* **Official notification & termination day**
* **Confirmation of early notification date**
* **Request to return security deposit**
* **Return of keys**
* **Request for inspection date**

[TODAY’s DATE]

Re : Termination of lease

[LANDLORD’S NAME] [ADDRESS] [PHONE OR EMAIL]

Dear [LANDLORD’S NAME],

This is a notice to terminate my lease agreement for the property located at [ADDRESS].

Due to [a recent job change to a new city], I am no longer able to stay in your property. My lease started on [LEASE START DAY] and was set to end on [LEASE END DAY]. However, I am unable to remain at the property for the duration of the lease agreement. I would love to stay longer, but am no longer able to do so due to this unforeseen change.

The last day of tenancy will be [DATE]. On that date, I will vacate the property free of any of my belongings and will return the keys to you. As per our lease agreement, this lease termination letter is sent to you at least [X] days before the termination date.

After the return of the leased property, the security deposit of [AMOUNT] should be returned to me within [X] days, as specified in our lease agreement. The security deposit should be returned in full, provided that there are no damages to the property due to my own fault. Please let me know the date you plan on conducting the inspection when you have finalized the arrangement.

Thank you,

[YOUR NAME] [YOUR CONTACT INFO]