Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Termination to Lease – Tenant to Landlord

Dear   :

I am terminating my lease because I am moving out of the state on {date}. These circumstances are beyond my control. I appreciate your understanding in this matter. Please feel free to contact me.

Sincerely,

N A M E