Sample Early Lease Termination Letter to Landlord

Gina Jay  
20 Henry Avenue  
Crystal City, VA, 12345

DATE

Jimmy Round  
123 Landlord Road  
Crystal City, VA, 12346

Dear Mr. Round:

This letter is to formally notify you that I am required to break my lease before the stipulated termination date in the contract. My wife and I are divorcing, and each of us will seek a new residence.

In my lease contract, it gives provision for early termination if I notify you 30 days in advance, pay any outstanding rent and pay one month’s rent as a fee for early termination.

The date you receive this letter will begin my thirty days notice, and at the end of that time on DATE, I will give both the remaining rent and an additional full month’s rent. My forwarding address is ADDRESS.

I will be available any day after 6:00 pm if you would like to view the house to determine that it is in good condition, so you can refund my deposit. You can contact me at 555-123-4567 or a Name@email.com if you have any questions or requests for me.

Sincerely,

Signature of Gina Jay

Printed Name of Gina Jay