Massachusetts Lease Termination Letter

General template, not legal advice. Have a Massachusetts attorney review before use. Last reviewed October 29, 2026.

Use Version A when the landlord is ending the tenancy and Version B when the tenant is. Keep a copy and proof of delivery. This letter does not replace an eviction notice for unpaid rent or a lease violation, which has its own rules.

Version A: landlord to tenant

Date _____

Tenant name or names _____

Property address and unit _____

Lease or rental agreement date _____

Dear _____ (Tenant name),

This letter is written notice that your tenancy at _____ (Property address and unit) will end on _____ (Termination date). Please move out and return all keys by 11:59 p.m. on that date.

Reason for ending the tenancy: _____ (Reason, such as lease expiring and not renewed, owner move in, or sale. Write "not required" only where state and local law allow ending without a reason).

This notice is given at least _____ (Days of notice given) days before the termination date, which meets the notice required by your lease and by Massachusetts law. If a local ordinance requires relocation help or a specific notice form, it is attached.

> Notice to end a month-to-month tenancy in Massachusetts: Either side can end a month to month tenancy at will with written notice of one full rental period or 30 days, whichever is longer. (G.L. c.186, section 12)

Before you leave, please remove all belongings, clean the home, and send us your forwarding address in writing. You may ask for a walk-through inspection before move-out; please call _____ (Phone) to schedule it. We will return your security deposit, less any lawful deductions with an itemized list, within the time Massachusetts law requires.

> Deposit return deadline in Massachusetts: The landlord must return the deposit, or the balance after lawful deductions, within 30 days after the tenancy ends. (G.L. c.186, section 15B)

Rent remains due through the termination date. If you have questions, contact _____ (Landlord contact name, phone and email).

Sincerely,

Landlord or agent signature

Printed name

Date

Proof of delivery

- ☐ Hand delivered to the tenant on _____ (Date)
- ☐ Mailed by certified mail on _____ (Date), tracking number _____ (Tracking number)
- ☐ Posted at the door and mailed on _____ (Date)
- ☐ Emailed on _____ (Date), where the lease allows notice by email

Delivered by (name)

Version B: tenant to landlord

Date

Landlord or manager name

Landlord notice address

Property address and unit

Dear _____ (Landlord name),

Please accept this letter as my written notice that I will end my tenancy at _____ (Property address and unit) and move out on or before _____ (Move-out date). This gives at least _____ (Days of notice given) days' notice, as my lease and Massachusetts law require.

If I am ending a fixed-term lease early, the reason is: _____ (Reason, if any, such as active military orders or another protected reason under state law). Supporting documents are attached where the law requires them.

> Early termination for military service in Massachusetts: A service member can end a residential lease after entering active service, or after receiving permanent change of station or deployment orders, with written notice and a copy of the orders. (Servicemembers Civil Relief Act (50 U.S.C. 3955))

> Early termination for domestic violence survivors in Massachusetts: A survivor of domestic violence, rape, sexual assault or stalking can end the lease with written notice within three months of the most recent incident and must move out within three months; rent stops 30 days or one rental period after moving out, whichever is later. (G.L. c.186, section 24)

Please send my security deposit and any itemized deductions to my forwarding address: _____ (Forwarding address). I would like to schedule a move-out inspection; I can be reached at _____ (Tenant phone and email).

Sincerely,

_____

Tenant signature

_____

Printed name

_____

Date

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